

February 12, 2024

DR. DR. LESLIE S. TAN  
President, Visayas State University  
VSU, Baybay City, Leyte

Thru: EDGARDO E. TULIN  
Vice President for Administration and Finance

Dear Sir,

I am writing to express my interest in the Administrative Aide Position (Utility worker I), as advertised in the VSU Job Portal. I am currently holding a Job Order status now at VSU. I worked here since 2013. I am eager to gain a permanent/regular status here in VSU.

I feel that I am the right candidate for this position. I look forward to hearing from you. I can be reached at 09361231663 or [Rafael.enage@vsu.edu.ph](mailto:Rafael.enage@vsu.edu.ph) I am available at your most convenient time.

Thank you for your time and consideration.

Sincerely,

Rafael Flores Enage  
Applicant

**RAFAEL FLORES ENAGE**

Jose Abad Santos St. Baybay City, Leyte

Mobile Number: 09361231663

Email Address: raphael.enage@vsu.edu.ph

**Employment History**

Visayas State University

Visca, Baybay City, Leyte

August 16, 2011 - present

**Special skills**

Driving

Typing

Computer skills

Computer Literate

Janitorial Skills

**EDUCATIONAL BACKGROUND**

Tertiary

Computer Science (Not Completed)  
Franciscan College of the Immaculate Conception  
Andres Bonifacio St. Baybay City, Leyte  
1999-2004

Secondary

Franciscan College of the Immaculate Conception  
Andres Bonifacio St. Baybay City, Leyte  
1994-1998

Primary

Franciscan College of the Immaculate Conception  
Andres Bonifacio St. Baybay City, Leyte  
1988-1994

## PERSONAL DATA

|                |   |
|----------------|---|
| Date of Birth  | April 29, 1981  |
| Place of Birth | Baybay, Leyte   |
| Civil Status   | Married   |
| Spouse Name    | Charice Mae Villegas Enage  |
| Children       | Ralph Charl Villegas Enage<br>Denzdy Alicia Jane Villegas Enage<br>Dimebag John Paul Villegas Enage |
| Citizenship    | Filipino  |
| Religion       | Roman Catholic  |
| Height         | 5'11  |
| Weight         | 191 lbs.  |
| Father's Name  | Isagani Bontuyan Enage  |
| Mother's Name  | Maria Alicia Flores Enage   |
| Philhealth No. | 13-201387605-7  |
| Pagibig No.    | 1212-0655-5793  |
| TIN No.        | 288-337-102-000   |