

JUNE 25, 2024

DR. PROSE IVY G. YEPES
President, Visayas State University
VSU, Baybay City, Leyte

Thru: DR. ELWIN JAY V. YU
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 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, 2013 - 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 Denzdy Alicia Jane Villegas Enage 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