

November 15, 2023

**JOEL Q. MABALHIN**

Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

**Thru: HONEY SOFIA V. COLIS**

Director, Human Resource Management Office

Dear **Dr. Mabalhin**,

I was informed by a dependable source that your excellent office is looking for an Administrative Aide I position. Please accept this letter as my application for consideration. I am Nicols Rey A. Puna, and I work for our institution as a Security Watchman under the direction of Dr. Julius V. Abela, the Head of the University Disaster Risk-Reduction & Management, Safety & Security Office. My positive attitude and strong work ethic allow me to succeed in this job, and I am confident that I can accomplish the university's goals in a remarkable manner.

I appreciate your thoughtfulness and hope to speak with you soon. Please don't hesitate to get in touch with me if you have any queries at this number +639218321203 or by email at [nicols.puna@vsu.edu.ph](mailto:nicols.puna@vsu.edu.ph).

Sincerely yours,

  
NICOLS REY A. PUNA  
Applicant