

July 18, 2025

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Visayas State University Visca, Baybay City, Leyte

Subject: Job Application Administrative Assistant III Position

Respected Sir:

Good day!

I am Mark John M. Managbanag, a J.O Admin Aide dDRC in Visayas State University-Main Campus, VSU Laboratory High School. I graduated with a degree of Bachelor of Science in Agribusiness in the same university. I am interested in applying for an Administrative Assistant III Position in your institution.

I have acquired almost 6 years in service experience in VSU Integrated High School as a Clerck and Basketball Coach of VSULHS Bisons.

I am hoping for your consideration on this.

Thank you and God Bless.

Respectfully yours,

MARK JOHN M. MANAGBANAG