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**The Registrar**

Visayas State University  
Baybay City, Leyte

Dear Sir/Madam,

Good day!

I am writing to express my interest in the Administrative Aide position at the Visayas State University Registrar. While I am still in the process of completing some of the required documents, I wanted to express my enthusiasm for the opportunity and respectfully submit my intent to apply.

I am eager to be part of your team and contribute to the Department's goals. I will make sure to submit the remaining requirements as soon as possible, and I would be very grateful for the chance to be considered in the meantime.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Angelito I. Daing', is written below the 'Sincerely,' text.