

16 March 2021

**DR. EDGARDO E. TULIN**

*President*

Visayas State University

Visca, Baybay City 6521-A, Leyte Philippines

**Thru: DR. LOURDES CANO**

Director for Administration and Human Resource Development

Visayas State University

Visca, Baybay City 6521-A, Leyte Philippines

Dear **Sir**:

Greetings of peace and harmony!

As posted in the [https://hris.vsu.edu.ph/jobs/apply\\_now?page=1/](https://hris.vsu.edu.ph/jobs/apply_now?page=1/), the Visayas State University main campus is looking for one (1) administrative aide I position with permanent status. In this connection, I would like to submit my application for the said position with the job code of **ELHBMO**.

I used to be in various departments of VSU as a farmworker and maintenance, utility-messenger. Currently, I am working at the Department of Agricultural Education and Extension (DAEE-VSU) as a utility-messenger with a job order status. My experiences hone my ability to work with less supervision. I am confident enough to contribute to the best of my ability to the said job that I am applying for.

Should you find my qualification adequate, I am willing to be called up for an interview at your most convenient time.

Thank you, and God bless!

Sincerely yours,

  
**JUANITO M. RIVERA, JR.**  
Applicant