

Lheslyn P. Bagarinao  
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HONEY SOFIA V. COLIS  
Director, HRMD  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am respectfully submitting my application for the position of Administrative Aide VI (Clerk III) with Plantilla Item No. ADA3-166-2004.

Please note that I have not yet held any previous employment, and as such, I do not have a Performance Rating. Based on the posted guidelines, this requirement is not applicable in my case.

Thank you for your understanding.

Sincerely,



LHESLYN P. BAGARINAO