

DANIEL LESLIE S. TAN

Vice President for Administrative and Finance
Office of the Vice President for Administration and Finance
Visayas State University
Visca Baybay City, Leyte

Noted:

HONEY SOFIA V. COLIS

Director, HRMO

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

To whom it may concern,

I am writing to express my sincere interest in the OVPAF **Administrative Aide VI-Plantilla Item No. ADA6-121-2023** listed on the VSU HRIS job board. Enclosed, please find my application letter along with the attached updated Personal Data Sheet (PDS), Proof of eligibility, Ratings, and Transcript of Records. I hold a Bachelor of Science in Agribusiness from Visayas State University-Visca, Baybay City, and I am currently pursuing a Masters in Management major in Agribusiness Management.

Having recently joined the Accounting Office team in March 2023, I am eager to leverage my skills and enthusiasm to contribute effectively to your organization. While I am aware that the position does not specifically require prior training and experience, I am confident in my ability to quickly adapt and learn. Since my recent hiring, I have demonstrated a strong commitment to professional development and continuous improvement. I am enthusiastic about the opportunity to apply my skills and contribute to the success of OVPAF.

My dedication to delivering effective public service aligns seamlessly with your organization's mission. I am particularly interested in supporting the continuous improvement and development initiatives that drive the success of projects and programs, ultimately benefiting our constituents. Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences can contribute to the success.

Sincerely,



Darwin Espina Marco