

October 11, 2021

DR. DANIEL LESLIE S. TAN

Chairman, Non-Academic Personnel Board
and Vice President for Administration and
Finance Visayas State University
Visca, Baybay City

Dear Dr. Tan,


Greetings!

It has been eleven (11) years already I rendered services as Laborer, Assistant Warehouseman and Utility Messenger at the Supply and Property Management Office (SPMO). With this, it is my strong desire to apply and avail any vacant position related to my qualification.

If there is possible ranking of applicants in the near future, please consider me as applicant. I am willing to be interviewed any time. You can reach me through this contact cell phone number 09261203161.

Thank you and I am looking forward to a favorable response to this request.

Very respectfully yours,


A handwritten signature in black ink, appearing to read 'Servando M. Latras Jr.', is written over a horizontal line.

Servando M. Latras Jr.
Applicant