

April 1, 2024

**DR. PROSE IVY G. YEPES**  
PRESIDENT  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

Thru:

**DR. EDGARDO E. TULIN**  
NAPB CHAIRMAN  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

Greetings!

I'm very pleased to submit my application for this institution's vacancy position for Administrative Aide I (Utility Worker I) at the Department of Food Science and Technology (DFST). I believe my application is an ideal fit for this position.

Nine (9) years have passed since I last worked as a warehouse man at SPO Bodega 2 (Construction Materials), and I currently worked for seven (7) months at the Supply and Property Office (SPO) as a utility messenger. I know that I am capable of doing the duties and responsibilities attached with the position I am applying for. I have been a good, hardworking, dependable, and responsible employee of this institution. I have made good relationships with my colleagues with my good camaraderie, cooperativeness, and sociability.

I am hoping for your kind, favorable response. Thank you.

Very respectfully yours,

  
**JAMESON P. VEGA**  
Applicant