

October 4, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

VSU, Baybay City, Leyte

Thru: **MOISES NEIL V. SERIÑO**

Chairman, NAPB

Visayas State University

Visca, Baybay City, Leyte

Dear Sir/Ma'am,

I am writing to formally express my interest in the position of Reproduction Machine Operator II. It is my intent to apply for this role, and I am confident that my extensive experience operating various reproduction machines will enable me to contribute effectively to your office.

I have eight years of experience handling digital copiers, printers, scanners, and duplicators. Some of my responsibilities are preparing and organizing materials, maintaining and troubleshooting machines as needed, and ensuring timely and accurate output.

I am eager to apply my skills and expertise to support your office in ensuring that reproduction services such as copying, printing, and duplicating documents run smoothly and efficiently. I am available for an interview at your earliest convenience time. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

**LIONEL H. LIONG**