

17 May 2024

**Ms. Maria Teresa A. Cruz**

Head, Internal Audit Services Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am:

Please consider me an applicant for the Administrative Aide VI position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a contract of service basis stationed at the Records and Archives Office (RAO). I've been working here in VSU for 7 years (2 years & 4 months as Clerk at DAEEEx plus 4 years & 9 months at RAO).

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



**JIMBO S. POSAS**

Applicant