

Lheslyn P. Bagarinao
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August 12, 2025

HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis,

Greetings!

I am respectfully submitting my application for the position of Administrative Aide III (Clerk I), Plantilla Item No. ADA3-171-2004.

As a recent graduate of the Bachelor of Science in Agribusiness, I would like to respectfully inform you that I do not yet possess a Certificate of Employment, as I have not held any formal employment to date.

I hope for your kind consideration, and I remain eager to be given the opportunity to contribute to your office as I begin my career in public service.

Sincerely,



LHESLYN P. BAGARINAO