

September 16, 2022

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

Thru: **Engr. MARLON G. BURLAS**
OIC Head, ILFMU
Visayas State University

Dear Ma'am Colis,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide VI (casual position) in your office.

I am currently working as a utility/messenger at the Department of Agricultural Education and Extension for almost 5 years and completed the training on electrical installation and maintenance NC II at TESDA last 2019 which has given me confidence in terms of janitorial, messengerial and electrical works.. I also worked at the Laboratory High School, PhilRootcrops and Dept. of Pest Management as maintenance and farm worker.

Please consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, TOR, PDS, Diploma and certificates.

Looking forward for your positive response.

Thank you very much!

Very truly yours,



JUANITO M. RIVERA, JR.

Applicant

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