

September 23, 2024

Prose Ivy G. Yepes, EdD

University President

Visayas State University-Main Campus

Visca, Baybay City, Leyte

Dear Maam:

I am writing to express my intention to apply for the vacant position Administrative Officer I (Supply Officer I) in the Visayas State University-Main Campus. I am currently working in the Agricultural Training Institute-Regional Training Center 8 as Network Controller II.

I graduated from Southern Leyte State University-Bontoc Campus with a degree in Bachelor of Science in Information Technology. With thorough college trainings and working experiences, I could be an effective employee.

I am aware that the institution needs a dedicated workforce to continue its quality service. I can assure you that with my determination and perseverance, I know I can do the tasks assigned to me with utmost sincerity.

I have enclosed my pertinent papers and I'd be happy to have an opportunity to speak with you. My mobile number is +63938-038-0947 and my email address is edmejor621@gmail.com.

Thank you for your consideration.

Sincerely,


EDGARDO D. MEJOR
Applicant