

January 13, 2023

Ms. Meriam Dela Torre
Office of Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am;

Good day!

I am writing this letter to your good office to express to my sincere desire to apply as utility worker in VSU Infirmary. I am Alfredo A. Florendo, 36 year old, a resident of Brgy. Guadalupe, Baybay City, Leyte.

If I have given a chance to work in the Infirmary, I will assure you that I will do my best to perform my duties and responsibilities as a utility worker. I am very willing to come for an interview in your convenient time.

Attached herewith my resume, PDS and certificates as your perusal.

Sincerely yours,

ALFREDO A. FLORENDO
Applicant

Experiences

- | | | |
|---------------------|---|---------|
| 1. Hospital Cleaner | King Fahad Medical City
Saudi Arabia | 2 years |
| 2. Utility Worker | VSU | 6 years |

Seminar and Training Attended:

1. 5's Training for Utility and Messenger Personnel
Human Resource
Visayas State University
November 25, 2022
1 Day

Award

- | | |
|------------------------------|--------------------------------|
| 1. Virtue of Honesty Award | civil service |
| 2. 1 st Runner Up | Biggest Loser January 11, 2022 |
| 3. Exceeding Everest Awardee | Biggest Loser January 11, 2022 |