

April 4, 2025

Dr. Prose Ivy G. Yepes
President
VSU, Visca, Baybay City, Leyte

Thru: Honey Sofia V. Colis
Director, HRMO

Dear Ma'am:

Greetings!

I am writing to express my interest to apply in the vacant position of Administrative Aide III, Casual at this institution.

With my 13 years of working experience at Visayas State University, I believe I am capable of fulfilling the duties required for the position.

Attached to this letter are my resume, transcript of records, certificate of employment for your reference.

I hope this application is given due consideration.

Thank you.

Very Respectfully yours,



CABEN G. ALIANZA
Applicant