

September 20, 2024

**VIVIAN V. BALBARINO**

Head

Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Dear Mrs. Balbarino,

I hope this message finds you well.

I am writing to formally apply for the position of Administrative Assistant II. I hold a Bachelor of Science in Business Administration, with a major in Human Resource Development and Management, from the Franciscan College of the Immaculate Conception. Currently, I am employed as a Clerk in the Procurement Office at Visayas State University, where I have been working since June 15, 2019.

I have attached the relevant documents for your review and consideration.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your team.

Sincerely,



Arjanery B. Antofina

Applicant