

July 16, 2025

Dr. PROSE IVY G. YEPES
VSU President
Visayas State University
Visca Baybay City Leyte

Thru: **HONEY SOFIA V. COLIS**
Director, HRMD
VSU, Baybay City, Leyte

Dear Madam President,

Warmest Greetings!

I am writing to express my sincere interest in the position with job code **RIFLDS** at the university. I have been serving as a plumbing staff member at the **General Services Office** for the past **11 years**, and I believe my extensive experience, technical knowledge, and skill set align well with the minimum qualifications required for this role.

With a strong background in plumbing services and hands-on expertise developed over more than a decade, I am confident that I can contribute meaningfully to the continued success of **VSU**. I am deeply committed to my work and eager to take on new responsibilities that will allow me to grow professionally while supporting the university's mission.

If you would give me the chance to acquire for the said position, I will do my utmost best to exceed beyond expectations you have in me.

Thank you very much for considering my application.

Sincerely,

VIRGILIO S. PABROQUEZ
Applicant