

Human Resource Department  
Visayas State University  
VSU, Baybay City, Leyte, Philippines 6521

Dear Mam / Sir:

Good day! I am Christopher John Sta Iglesia, legal age, married; and a resident of 446 Brgy. Kilim, Baybay City, Leyte, Philippines 6521.

Currently, I am working as a JO (Job Order) employee for the Admin Aide III for the Accounting Department of Visayas State University.

My Job Contract will lapse this coming January 2024. I have this eagerness in applying as an Admin Aide III (Permanent Employee), for the Academic Affairs Office of the Vice President for Academic Affairs. It is an advantageous for me as I got familiar with office administration task.

At the same, facing day to day errands gives me the courage to do the job better.

I am looking forward to hear from you for an interview.

Thank You and God bless.

Sincerely,

CHRISTOPHER JOHN STA.IGLESIA  
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