

March 16, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

6521-A Philippines

Thru: REMBERTO A. PATINDOL

Vice President for Admin and Finance

Dear Dr. Tulin:

Warmest Greetings!

Please regard this as an application for the position of Utility Worker that was recently advertised at the Visayas State University Administration Building.

Based on the requirements stated in the ad, I believe that I possess a unique mix of experience, knowledge, and skills that met the minimum qualification of the said position. I am an existing Job Order employee of the university for almost 10 years now as an administrative staff.

If you would give me the chance to acquire for the said position, I will do my utmost to come up to any expectations you have in me.

Attached herewith is my PDS for your perusal. I am willing to undergo an interview at your convenience time.

Thank you very much.

Very truly yours,


DAVE PETER G. JAYME

Applicant