

June 11, 2025

DR. PROSE IVY G. YEPES
PRESIDENT
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Thru:

DR. MOISES NEIL V. SERIÑO
NAPB CHAIRMAN
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

Greetings!

I'm very pleased to submit my application for this institution's vacancy position for Administrative Aide I (Permanent) at the Institute of Tropical Ecology and Environmental Science (ITEEM). I believe my application is an ideal fit for this position.

Ten (10) years have passed since I last worked as a warehouse man at SPO Bodega 2 (Construction Materials), and I currently worked for one (1) year and six (6) months at the Supply and Property Office (SPO) as a utility messenger. I know that I am capable of doing the duties and responsibilities attached with the position I am applying for. I have been a good, hardworking, dependable, and responsible employee of this institution. I have made good relationships with my colleagues with my good camaraderie, cooperativeness, and sociability.

I am hoping for your kind, favorable response. Thank you.

Very respectfully yours,


JAMESON P. VEGA
Applicant