

8 December 2023

Dr. Daniel Leslie S. Tan

OIC-President &
VP for Admin. & Finance
Visayas State University
Visca, Baybay City, Leyte

Sir:

Please consider me an applicant for the Administrative Assistant III position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order status or project-based under the Management Information System (MIS) Project stationed at the Records and Archives Office (RAO).

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS
Applicant