

November 24, 2023

DR. DANIEL LESLIE S. TAN

OIC President

Visayas State University

Baybay City, Leyte

THRU:

HONEY SOFIA V. COLIS

OIC-Director, ODHRM

Dear Dr. Tan:

Greetings!

I am writing this letter to express my intention to apply as Administrative Assistant III of Visayas State University.

I graduated Bachelor of Science in Business Administration major in Human Resource Development and Management (BSAB-HRDM) in the Franciscan College of Immaculate Conception. I am currently contracted as Clerk in the Procurement Office of Visayas State University since June 15, 2020.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,



Arjanery B. Antofina

Applicant