

Nov. 24, 2023

Dr. DANIEL LESLIE S. TAN
VP for Administration and Finance
VSU, VisCA Baybay City Leyte

Dear Dr. Tan,

Greetings!

I am writing to express my interest in the Administrative Aide VI (Clerk III) position that is currently available in your Office.

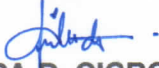
I am a graduate of Visayas State University (VSU) with the degree of Bachelor of Science in Agriculture major in Horticulture. I took and passed the licensure examination for agriculturist last November 2022. I worked at VSU as an office clerk/adDRC in the Office of the Vice President for Administration and Finance from September 2020 until October 16, 2023. I was designated as DEMO I on October 17, 2023 up until the present. I am hard working, willing to work overtime and able to complete my job with limited supervision.

If given a chance to work with you, you can count my dedication, dependability and willingness to learn and understand more of the possible nature of the job and responsibilities. Attached herewith are my resume, personal data sheet (PDS), scanned copy of my diploma and transcript of records (TOR) and PRC Certification for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you for your consideration and God bless!

Respectfully yours,


ALMERA D. CICRCULADO
Applicant