

October 25, 2024

DR. JULIUS V. ABELA  
Head, University Disaster Risk Reduction and  
Management, Safety and Security Office  
Visayas State University Visca, Baybay City, Leyte

Subject: Job Application Administrative Aide III (Casual) Position

Respected Sir:

Good day!

I am Mark John M Managbanag, a J.O Admin Aide dDRC in Visayas State University-Main Campus, VSU Integrated High School. I graduated with a degree of Bachelor of Science in Agribusiness in the same university. I am interested in applying for an Admin Aide III position (Casual) in your institution.

I have acquired almost 5 years in service experience in VSU Integrated High School as a Clerck. I am hoping for your consideration on this.

Thank you and God Bless.

Respectfully yours,

MARK JOHN M. MANAGBANAG