

13 October 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City 6521-A, Leyte Philippines

Thru: HONEY SOFIA V. COLIS

Director for Administration and Human Resource Development

Visayas State University

Visca, Baybay City 6521-A, Leyte Philippines

Dear **Sir**:

Greetings of peace and solidarity!

As posted in <https://jobs.vsu.edu.ph/?page=1>, the Office of the Vice President for Admin. & Finance at the Visayas State University main campus is looking for one (1) administrative aide I (Utility Worker I) position with permanent status. In this connection, I would like to apply as a utility worker whose job code is **MOVHCX**.

I used to be in various departments of VSU as a farmworker and maintenance and utility/messenger. I am now connected to the Department of Agricultural Extension Education as a Job Order whose job is a utility/messenger. I intend to serve and help this school, especially in departments that need workers like this. My experiences hone my ability to work with less supervision. I am confident enough to contribute to the best of my ability to the said job that I am applying for.

Should you find my qualification adequate, I am willing to be called up for an interview at your most convenient time.

Thank you, and God bless!

Sincerely yours,


JUANITO M. RIVERA, JR.
Applicant