

Republic of the Philippines  
Province of Southern Leyte  
Municipality of Hinundayan  
BARANGAY BACULOD

-o0o-

July 30, 2021

QUEEN-EVER Y. ATUPAN

Head

Office of the Cashier

Visayas State University

Visca, Baybay City, Leyte

Dear Madame:

Good Day!

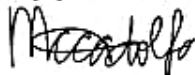
I have seen and read from Visayas State University Facebook page of posted job vacancies, that your good office is in need of an Administrative Aide IV (Clerk II) as I am interested. In this connection I am submitting herewith my qualifications for your consideration.

I finished my degree of Bachelor of Science in Agribusiness last June 15, 2018 at Visayas State University – Main Campus, and had passed the recent COMEX Sub -Professional Eligibility Exam last May 25, 2021, attached herewith my PDS and other requirements for your perusal.

Hoping that this letter of application brings your attention for considering me as one of your employees.

Thanks and more power.

Very truly yours,



MARIJOY CRIS C. ADOLFO  
Applicant