



March 08, 2024

DR. DANIEL LESLIE S. TAN

OIC-VSU, President

Visca, Baybay City, Leyte

THRU: **MS. JENNIFER E. ANDO**

NAPB Secretary

VSU, Visca, Baybay City, Leyte


Dear Dr. Tan:

This is to signify my interest in applying for an Administrative Assistant II at the Supply and Property Office. I am very pleased and interested to impart my knowledge and skills that will help the office function smoothly.

I am a graduate of Bachelor of Science in Food Technology with units in Master of Management. Formerly, I was assigned at the Income Generating Project Office as an Administrative Aide III which functions in the preparation of all pertinent documents, submission of reports, initial auditing and recording and filing of all the documents. Currently, I am connected with the Institute of Human Kinetics as a Property Custodian whose function is mainly in requesting, maintenance, retrieval and inventory and disposal of all supplies and equipment of the institute. I am hardworking, trustworthy and proficient in computer skills and knowledge.

I have attached my credentials and other pertinent documents for your reference and further evaluation. Should you feel I am qualified for the position, I can be contacted on my email address marvin.bandalan@vsu.edu.ph.

Thank you and looking forward from hearing you soon.


MARVIN B. BANDALAN
Applicant

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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