

OCTOBER 8, 2025

DARIO P. LINA

Director
NSTP Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Dario P. Lina

Greetings!

I am writing this letter to express my intention to apply as Administrative Aide III (CLERK 1)

I graduated Bachelor of Science in Animal Science in Visayas State University. I am currently contracted as Clerk in the Procurement Office of Visayas State University since March 24, 2022.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,

Allan O. Managbanag
Applicant

