

January 24, 2024

Ms. Honey Sofia V. Colis
Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Colis**,

Good day!

My name is Nicasio Lingatong, commonly called as Nick at OVPRE. I would like to apply for the vacant position of **Administrative Aide I** (Utility worker- Permanent Position) of the University Learning Commons (Library) at Visayas State University (VSU) with project Job Code **OCZMIQ**.

I have been working at Visayas State University as Job Order utility worker for over **12 years**. I started as Farm worker in ACIAR project way back in 2011 and then moved to OVPRE in 2012 under the supervision of the late Dr. Othello Capuno and still working until now as Utility on Job order status of the same office. My task normally involves keeping the office premise clean including the RDE Hall, grass cutting, plant maintenance, running errands and the like. Through the years I have familiarize and learn important skills in my job. Aside from those mention above, I also know to do carpentry, operate chainsaw and paint houses and drive motorcycle. I am also a volunteer community fire fighter and have undergone training on emergency response and fire prevention.

While I have been attached to the office for serving over 10 years but like any other applicants, I too want to apply for a permanent position especially now that my eldest daughter is about to go to college and I have to prepare for her schooling. I can guarantee that I will do my best and perform the tasks assign to me wherever I am and make my supervisory happy.

I hope that you will consider my application. Thank you and Godbless!

Respectfully yours,


NICASIO LINGATONG
Applicant