

11 January 2023

Ms. Marwen A. Castañeda

Head, Office of the University Registrar
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

Please consider me an applicant for Registrar III position in your good office. I hold a master's degree in Management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order status stationed at the Office of the Head of Records and Archives, VSU.

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS

Applicant