

March 04, 2024

VIVIAN V. BALBARINO

Head
Supply and Property Office
Visayas State University
Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS
Director, HRMO

Dear Ma'am,

Herewith my Personal Data Sheet (PDS). I am writing this letter of intent to show my interest and willingness to apply for the position of Administrative Aide VI and Administrative Assistant II in your good office.

I am Winna A. Tagactac, undertaking the opportunity for my career growth, enhancing my skills, and widening my perspectives. I also want to contribute to the office/agency my learnings acquired throughout the years working as Administrative Aide III, and the knowledge I acquired in my degree studies in line with the duties and responsibilities of your office. Currently, I am employed in this institution (VSU) under the office of Budget and Finance Management. Given my educational background, and experiences working in a private and government setting, I believe I suit and capable for the vacant positions. I am a person who is career-driven, and can easily adapt to changes. I am open for growth and new responsibilities that will molds me to become a better public servant.

I look forward to working with you in the future and contribute to your institutional goals.
Thank you for your time and consideration.



WINNA A. TAGACTAC
Applicant