

August 28, 2025

DR. PROSE IVY G. YEPES

President, Visayas State University

VSU, Baybay City, Leyte

Thru: MOISES NEIL V. SERIÑO

Vice President for Administration and Finance

Dear Sir,

I am writing to express my interest in the Administrative Aide Position (Utility worker II), as advertised in the VSU Job Portal. I am currently holding a Job Order status now at VSU. I worked here since 2013. I am eager to gain a permanent/regular status here in VSU.

I feel that I am the right candidate for this position. I look forward to hearing from you. I can be reached at 09361231663 or Rafael.enage@vsu.edu.ph I am available at your most convenient time.

Thank you for your time and consideration.

Sincerely,

Rafael Flores Enage

Applicant