

October 29, 2025

ROTSSEN B. LABISORES

Head

Department of Meteorology

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am Charito Cornites Gonato, a resident of Barangay Guadalupe (Utod), Baybay City, Leyte. I am writing to formally apply for the position of Utility Worker at Visayas State University.

I am a hardworking and responsible individual with years of experience as a Welder, Mason, and Laborer under the VSU-ICTMC. My background in construction and maintenance work has equipped me with the skills necessary for cleaning, repairs, and other utility tasks required to maintain a safe and orderly working environment. I also have experience in carpentry and welding, and I have attended relevant trainings such as *Tiling: Planning, Installing & Finishing* and *Surface Preparation and Wall Plastering*, both conducted by BOSTIK.

With my skills, dedication, and willingness to perform various duties, I am confident that I can be an asset to your department as a Utility Worker. I take pride in doing my job efficiently and maintaining cleanliness and order in the workplace.

I would be grateful for the opportunity to be part of your team and to contribute to the continued success of Visayas State University.

Thank you for your time and consideration.

Respectfully yours,


CHARITO C. GONATO
Applicant