

May 20,2022

Dr. EDGARDO E. TULIN

University President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
NAPB Chairman
VP for Administrative & Finance

Dear Sir:

Greetings!

I am Marites E. Catibo, graduated BS in Agribusiness at Visayas State University, Baybay City, Leyte on June 2018. I am 29 years of age and a resident of Barangay Guadalupe, Baybay City.

I heard from my colleague that VSU is looking for Administrative Aide III (permanent position). I am eager to apply on this position. My qualification will surely help the institution, since I am a licensed Agriculturist and presently working at the Office of the Head of Accounting (OHA) headed by Mr. Nick Freddy R. Bello under Trust Section as Administrative Aide I. I am hardworking and with sense of responsibility to my job and to the people around me.

I am very grateful to hearing from your office soon. Rest assured that if hired in a permanent position above, I will do my very best to be an asset to the company.

Thank you and God bless.

Very truly yours,



MARITES E. CATIBO

Applicant

Mobile# 09513675416