

September 24, 2024

**JESSAMINE C. ECLEO**

Head  
Procurement Office  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: HONEY SOFIA V. COLIS**

Director, Human Resource Management Office

Dear **Ms. Ecleo**,

I was informed by a reliable source that your excellent office is looking for an Administrative Aide IV Position (Clerk II). Please take me under consideration as an applicant. I'm Carmi M. Suganob, 27 years old, and I currently reside in Barangay Pangasugan, Baybay City. In 2018, I completed my undergraduate studies at this college, earning a Bachelor of Science in Food Science and Technology. Regarding my professional background, from 2018 to 2019, I served as the Quality Control Officer at Red Ribbon Commissary in Mandaue City, Cebu. I also worked as a Science Research Assistant at the Department of Food Science and Technology. Currently, I am an Administrative Aide/dDRC of Quality Assurance Center under the direction of Dr. Joel Rey U. Acob. Recently, I passed the Civil Service Examination (Professional Level) taken last August 20, 2023.

I can promise you my sincere attention and diligent effort if I am given the chance to work at this university. Second, my motivation comes from the fact that my father, Mr. Carlito O. Suganob, is an Administrative Aide in the Department of Economics.

If you have any queries, don't hesitate to contact me at this number +639633763281 or you can reach me through my [carmi.suganob@vsu.edu.ph](mailto:carmi.suganob@vsu.edu.ph).

Thank you very much and God bless.

Sincerely yours,



**CARMI M. SUGANOB**  
Applicant