

San Jose Callejon
Barangay 01, Salug
Catbalogan City, Samar 6700

August 31, 2020

DIR. LOURDES B. CANO

Director, ODAS/HRM
Visayas State University
Baybay City, Leyte

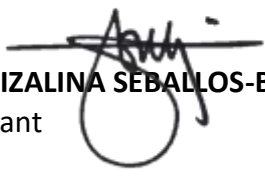
Madam:

I would like to express my interest in applying for the **Administrative Officer III position with Item No. ADOF3-21-2004** to be assigned at VSU Main Campus as posted vacant in the CSC Bulletin dated August 24, 2020.

It is my desire to be part of your prestigious institution. I believe VSU will fill my life with compassion towards work and perseverance to challenges. If given a chance, I will be forever grateful and pledge to be more efficient and effective worker to the institution. I have brought my considerable skills to my previous roles and I hope to bring them to VSU Main Campus.

I would appreciate an interview (face-to-face, online or any modalities that may serve best and risk-free for both parties) to discuss the position and my skills. **Please contact me through mobile phone, email, or any conference call platforms (Skype, Zoom or Google Meet)** at your most convenient time. Thank you for your consideration and for taking the time to review my application.

Sincerely,


MA. RIZALINA SEBALLOS-BUGAOISAN
Applicant

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