

LOUELLA C. AMPAC
Director
Finance Management Office
Visayas State University
Visca, Baybay City, Leyte

January 7, 2025

Ma'am,

In relation to my application for the position of *Administrative Aide VI (Clerk III)* at VSU Main - FMO, I would like to respectfully request that you accept the documents available for my application.

Unfortunately, the following documents are unavailable to me at the moment is:

- Performance Rating

I have not been able to secure employment in the past few months after I completed my bachelor's degree. Should you require any other documents pertinent to my application, please feel free to contact me at 0948-9422-920 or via email at lovelypacate07@gmail.com.

Thank you for considering my application.

Respectfully yours,



LOVELY JOY M. PACATE
Applicant