

June 18, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. MOISES NEIL V. SERIÑO
Vice President for Administration and Finance

Dear Dr. Prose Ivy G. Yepes

I have learned that the university has a vacant position of an Administration Aide I, thus I wish to apply for the said position.

I am Alan M. Piamonte, legal age, a college level in Associate in Computer Technology at Franciscan College of the Immaculate Conception (FCIC), Baybay, Leyte Inc. Presently I am working at the Department of Business and Management (DBM) on a job order basis as Utility/Messenger and Department of Liberal and Behavioral Sciences for fifteen years. If I am given a chance for this opportunity, I can attest you of my dedication for being a hardworking and can easily get along well with others. Please see attached resume for your reference.

Hoping for your kind consideration on this application.

I am willing for an interview anytime at your most convenient. You can reach me through this mobile number 0936-123-1178.

Thank you very much.

Very truly yours,


ALAN M. PIAMONTE
Applicant