

September 25, 2020

DR. REMBERTO A. PATINDOL
Chairman, Non-Academic Personnel Board and
Vice President for Administration and Finance
Visayas State University
Visca, Baybay city, Leyte
Dear Dr. Patindol,

Greetings!

It has been eleven (11) years already I rendered services as Laborer, Assistant Warehouse man and Utility Messenger at the Supply Procurement Property Management Office(SPPMO).With this, it is my strong desire to apply and avail any vacant position related to my qualification.

If there is possible ranking of applicants in the near future, please consider me as applicant. I am willing to be interviewed any time. You me reach through this contact cell phone number 09261203161.

Thank you and I am looking forward to a favourable response to this request.

Very respectfully yours,



Servando M. Latras Jr.
Applicant