

June 15, 2023

Dr. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**
VP for Administration & Finance

Dear Sir:

I have been informed about the hiring for the Administrative Aide I (Utility Worker I) position. It is in this regard that I would like to express my interest to apply. I am Alpie T. Llano, 40 years of age, married, and a resident of Brgy. Pangasugan, Baybay City, Leyte. I am currently connected to the Department of Mathematics as a utility/messenger on a job order status. I have been working at the University for more than 14 years. If given the opportunity to work on a regular status, I am willing to be trained and to learn new skills to contribute for the good of the unit, and even be extended for the good of the university.

Attached herewith is my resume for your reference. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

Thank you and may the LORD our God bless you.

Very respectfully yours,


ALPIET. LLANO
Applicant