

July 31, 2025

VICENTE A. GILOS

University Librarian
University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Warm Greetings!

I am writing to express my sincere interest in the permanent position available in your office.

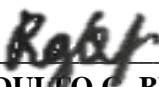
Currently, I am working as an office staff at the Baybay City Parole and Probation Office, where I handle messengerial tasks and assist my supervisors with various administrative duties. I also have three years of experience as a Traffic Enforcer, which helped me develop discipline, time management, and a strong sense of responsibility. Additionally, I completed my on-the-job training at the Baybay City Water District, where I performed basic office support tasks.

In 2015-2018, while studying in college, I worked as a helper at Botica Cayunda to support myself. This experience taught me the importance of hard work, honesty, and dedication—values that I consistently bring into every role I take on.

Through these experiences, I have developed a strong work ethic and a willingness to take on different responsibilities. I am confident in my ability to contribute positively to your team, regardless of the nature of the task assigned to me.

Thank you for considering my application. I look forward to the opportunity to be part of your office. You may reach me at 09203429869 or rodulfbelisadojr@gmail.com for any further information.

Sincerely yours,



RODOLFO G. BELISADO JR.
Applicant