

28 February 2022

EDGARDO E. TULIN
President
Visayas State University

Thru: HONEY SOFIA V. COLIS
OIC- Director, ODHRM

Dear President **Tulin**;

Greetings!

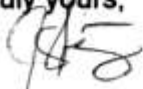
Please accept my application for Administrative Aide V (Carpenter) to be assigned at the College of Engineering under the supervision of Dr. Bencure.

I am Joeven G. Castañas, 41 years old, married, and a resident of Brgy. Bunga Baybay City, Leyte. I am presently employed in this institution under University Disaster Risk-Reduction & Management Office, Safety and Security Office as Security Guard for almost 4 years already. In line with the position, I was a former Carpenter and Furniture Foreman of the Physical Plan Office, however, my contract has ended due to the termination of Job-Order basis employees. Carpentry is my expertise and I even made the division of the Security Office under the supervision of the late Engr. Gumaod. I even made the furniture inside the office such as tables, chairs, and cabinets as well as the main door of the President's Cottage.

For all of the above reasons, I am confident that you will find me to be a compelling candidate for said position. I will always have time to talk more about this opportunity.

Thank you very much and looking forward to your favorable action on this application.

Very truly yours,



JOEVEN G. CASTAÑAS
Applicant