



September 12, 2022

Dr. Edgardo E. Tulin  
President  
Visayas State University  
Visca, Baybay City, Leyte

Through: Dr. Daniel Leslie S. Tan  
Chairman, NAPB  
And Vice President for Administration and Finance

Dear Sir:

I am respectfully applying for Administrative Aide IV Casual (Elect & Comm Equipment Technician I)

I am **Lorbert Gonzales Mazo**, a graduate of Bachelor of Science in Technical Education Major in Mechanical Technology from Don Bosco Technology Center, Punta Princesa, Cebu City. Presently, I am working as Administrative Aide I of the Department of Agricultural & Biosystems Engineering with regular position. Before this, I occupied the position of Administrative Aide IV (Casual) last 2013 to 2014. With these experiences, I have learned to become skillful in administrative and laboratory tasks. I have also skills in Adobe Photoshop software, Microsoft Office programs and Troubleshooting laboratory machines, equipment and instruments.

If given the chance I can assure of my dedication, flexibility, commitment and willingness to learn quality skills that employers usually expect from their employees.

I am willing to come for an interview at your most convenient time. Please contact me through my mobile no. 09368231649 or at DABE VOIP no. 1015.

Thank you for your time and consideration. God bless you.

Very respectfully yours,

  
**LORBERT GONZALES MAZO**