

November 17, 2023

DR. DANIEL LESLIE S. TAN

OIC President

Visayas State University

Visca, Baybay City, Leyte

Thru: **JOEL Q. MABALHIN**

Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tan:

Good Day!

I am Domingo P. Fernandez Jr., a responsible and honest resident of Brgy. Pangasugan Baybay City, Leyte. I have learned that Administrative Aide I position is open. In this regard, I would like to apply to the said position. I believe that when given a chance, I can be of great help in delivering excellent and adequate services offered by the University.

I am committed and motivated individual with broad range of adaptable skills gained in challenging working environments. I strive to maintain a safe working environment to prevent accidents and preserve valuable equipment.

Please refer to my Personal Data Sheet (attached in this application letter) for more information regarding my qualifications and personal background. I look forward to hearing from you about this application. Please don't hesitate to contact me anytime. You can reach me at jhunicsfernandez19@gmail.com or 09673123814/09121160454..

Thank you for your kind consideration.

Truly yours,



DOMINGO P. FERNANDEZ JR.

Applicant