

November 23, 2023

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

Thru: DR. LESLIE S. TAN
Vice President for Administration and Finance

Dear Sir,

I am writing to express my interest in the Administrative Aide Position, (Utility worker I), as advertised in the VSU Job Portal. I am currently holding a Job Order status now at VSU. I am eager to gain a permanent/regular status here in VSU.

I feel that I am the right candidate for this position. I look forward to hearing from you. I can be reached at 09361231663 or Rafael.enage@vsu.edu.ph I am available at your most convenient time.

Thank you for your time and consideration.

Sincerely,

Rafael Flores Enage
Applicant

LEONARDO S.TORAJA JR.

Barangay Villa Solidaridad

Baybay City, Leyte

Mobile Number: 09532343389

Email Address: leonardotorajair58@gmail.com

Employment History

Visayas State University

Visca, Baybay City, Leyte

June 1, 2011 to present

Agelino's Pizza & Pasta Restaurant Corporation

Bel-Air II Makati City

July 2, 1996 up to December 2000

Special skills

Driving

Typing

Computer skills

Bookkeeping

EDUCATIONAL BACKGROUND

Tertiary

Bachelor of science in Accountancy

Franciscan college of the Immaculate conception

Andres Bonifacio st. Baybay City, leyte

1992-1996

Secondary

Baybay High School

30 Diciembre st, Baybay City, Leyte

1988-1991

Primary

Baybay South Elementary School

Baybay City, Leyte

1981-1986

PERSONAL DATA

Date of Birth

June 2, 1973

Place of Birth

Baybay, Leyte

Civil Status

Married

Spouse Name

Rowena Cortez Toraja

Children

Leanah Mae Cortez Toraja

Citizenship

Filipino

Religion

Roman Catholic

Height

5 feet and 3 inches

Weight

118 lbs.

Father's Name

Leonardo T. Toraja Sr.

Mother's Name

Jesusa S. Toraja

Philhealth No.

13-000107571-4

Pagibig No.

1212-0131-6680

TIN No.

198-415-328-000

