

February 21,2022

Dr. EDGARDO E. TULIN

President, Visayas State University
Baybay City, Leyte

Thru: DANIEL LESLIE S. TAN
Chairman NAPB

Dear Dr. Tulin:

I learned from a very reliable source that you are in need of Admin Aide 1 (Utility/Messenger) in the University. In this light, please consider me as an eager applicant for the position.

I am Danilo M. Gofredo Jr., 25 years old, single and resident of Brgy. Hibunawan Baybay City, Leyte. I worked as Utility/Messenger at the Office of University Review Center, Visayas State University for 4 years since April 1,2015. Currently, I am assigned at the Office of the Vice President of Student Affairs and Services.

If given a chance to work in your good administration, I will be very professional, committed and honest in doing the job that I will be assigned to. Attached is my PDS and also with my Barangay Official Eligibility Certificate. I Will be glad to appear for an interview at that time most convenient to you. You can contact me through my mobile phone number 09358235894.

Thanks you very much.

Very truly yours,



DANILO M. GOFREDO JR.
Applicant