

June 3, 2024

Dr. Elwyn Jay V. Yu
Chairman, NAPB
VP for Admin and Finance
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Yu**:

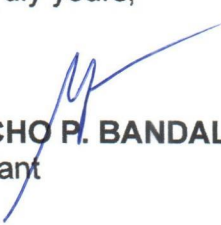
I would like to express my intent to apply for the position of Administrative Assistant II in Physical Plant Office as advertised on the VSU website (jobs.vsu.edu.ph) and on the Civil Service Commission (CSC) website. I am currently an Administrative Aide VI assigned to the VSU Records Office.

I am a graduate of the Bachelor of Science in Agribusiness at Visayas State University (formerly VISCA) in Baybay City, Leyte. I am a hardworking employee who is self-motivated, dedicated, and committed to every task assigned to me.

Attached is my resume, which gives further details of my work experiences and trainings, attended. I would be happy to answer any questions you may have at an interview.

Thank you and God Bless!

Very truly yours,



MARCHO P. BANDALAN
Applicant