



July 17, 2023

DR. EDGARDO E. TULIN  
President, VSU  
Visca, Baybay City, Leyte

Thru: DR. DANIEL LESLIE S. TAN  
VP for Admin and Finance  
and Chairman, NAPB  
VSU, Visca, Baybay City, Leyte

Dear Dr. Tulin,

This is to signify my interest in applying for an Administrative Officer I at the Supply and Property Office. I am very pleased and interested to impart my knowledge and skills that will help the office function smoothly.

I am a graduate of Bachelor of Science in Food Technology with units in Masters of Management. Formerly, I was assigned at the Income Generating Project Office as an Administrative Aide III and was transferred to the Institute of Human Kinetics as an Administrative Aide IV (Property Custodian) on August 2022. I am hardworking, trustworthy and proficient in computer skills and knowledge.

I have attached my credentials and other pertinent documents for your reference and further evaluation. Should you feel I am qualified for the position, I can be contacted on my email address [marvin.bandalan@vsu.edu.ph](mailto:marvin.bandalan@vsu.edu.ph).

Thank you and looking forward from hearing you soon.

  
MARVIN B. BANDALAN  
Applicant