

November 30, 2023

Prof. Daniel Leslie S. Tan

Vice President for Administration and Finance
Office of the Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear **Prof. Tan**,

I would like to apply as Administrative Assistant. I am currently assigned as an Administrative Aide VI of the Department of Mechanical Engineering and has been employed by the university since February 3, 2014. My responsibility includes serving as the department's deputy Documents and Records Controller, and the administrative staff of the department. I have actively attended various training and seminar as reflected on my Personal Data Sheet, and have completed my degree for Master in Management in the university on 2018.

I look forward to having an interview for the details of my application at your convenience. I can be reached through my contacts at +639518000520 or antonette.cruz@vsu.edu.ph.

Thank you for considering my application.

Sincerely,



ANTONETTE S. CRUZ

Applicant