



VISAYAS
STATE UNIVERSITY

January 9, 2023

MANUEL D. GACUTAN JR.

Head

Department of Animal Science

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

I would like to express my interest in applying for an Administrative position that was recently made available in your institution.

I'm Lito Antonio B. Bandalan, a graduate of Bachelor of Science in Agribusiness (BSAB) from Visayas State University (VSU) who would like to apply for the said position. I am currently working in VSU as a Data Encoder (Job Order) for 3 years at the Office of the Head of Recruitment, Selection, Placement and Personal Records (OHRSPPR). I believe that my knowledge and experience gained will help me work effectively and efficiently.

Attached herewith is my PDS and photocopy of Transcript of Records for your reference.

If given a chance, I am more willing to come for an interview at your most convenient time. I can be reached anytime via email at anton.bandalan@vsu.edu.ph or mobile number, 09617501866.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Lito Antonio B. Bandalan".

LITO ANTONIO B. BANDALAN