

May 3, 2024

NILO L. LEORNA

Head, TECHNICAL-VOCATIONAL EDUCATION AND TRAINING
Visayas State University
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
Director, HRMO

Dear Ma'am/Sir:

I am applying for the position of Administrative Aide III which was advertised at the VSU HRIS - Open Jobs. The position seems to fit very well with my education, experience, and career interests.

As required by your position, I have received the Certificate of Eligibility of the Civil Service Commission pursuant to the Presidential Decree No. 907 and RA 1080 or the Civil Service Eligibility Law.

I am confident that I can perform the job effectively and efficiently with the guidance and trainings of the seniors. Furthermore, I am genuinely interested in the position and looking forward to gaining experience and memories for the growth of my professionalism.

Please consider my request for a personal interview to further discuss my qualifications and to learn more about this opportunity. Please feel free to call me at 09382759885 or email me at alvie.marinay@vsu.edu.ph. If I am not in, please leave a message and I will return your call/email promptly.

Thank you for your consideration. I look forward to talking with you.

Sincerely,



ALVIE MAE E. MARINAY