

March 02, 2023

EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

Dear Sir,

Peace and All Good!

It was with great interest that I learned that Visayas State University will be accepting applications for a permanent utility worker. I have been employed as a J.O (Job Order) employee as a utility/messenger at CCE for almost 7 years from July 2016 to present and as clerk from year 2022 to present. Working at VSU on a permanent basis is something I'm highly interested in.

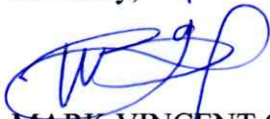
I reviewed the requirements of the job opening and I believe my employment is an excellent fit for this position.

Being employed by Visayas State University was been wonderful and I would appreciate the opportunity to become a permanent employee. I'm confident that both my previous experience and commitment I have shown as a temporary / J.O employee make me an excellent candidate for the open position.

Please accept my resume for review and consideration.

Thank you very much.

Sincerely,



MARK VINCENT G. BONJE
Applicant



1 March 2023

LETTER OF RECOMMENDATION FOR MR. MARK VINCENT G. BONJE

Good Day!

I would like to humbly recommend Mr. Mark Vincent G. Bonje to your offices for employment here at VSU. I have known Mr. Bonje for only over two years and seven months during which time he worked as a Job Order personnel in my offices, whose main responsibilities include utility and messengerial services.

Though I have only worked with him for a short period of time, I have been consistently impressed with Mr. Bonje's attitude and productivity during the time that he has worked in the office.

Mr. Bonje is quick to learn and I am confident that he will devote himself to a position in VSU with a high degree of diligence. He is able to work with very minimal supervision and is a responsible worker. For tasks that are sometimes needed to be done beyond the contract hours (e.g. reproduction of IMs for flexible learning for various academic units, cleaning and maintenance of the building as well as the equipment), Mr. Bonje does not hesitate to perform these tasks even without being told to. Mr. Bonje is also knowledgeable in the operation and maintenance of our risograph and the audio-visual equipment used here at CCE.

As what I have observed with his working relationship with other staff, Mr. Bonje is also a team player. He listens to criticisms and suggestions and tries to improve himself based on those.

I humbly recommend Mr. Bonje without reservation. I am confident that he will establish productive relationships with your staff and clients and will be a useful addition to our workforce.

Thank you very much for taking the time to read this letter. God Bless.

Very truly yours,

ANGELICA P. BALDOS
Director