

January 6, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: Dr. Remberto A. Patindol
Vice President for Administration and Finance

Dear Sir:

I wish to submit my application for Administrative Aide III, which was endorsed last Monday (January 4, 2021). I believed that my experience, education and skill set put me in the position to meet the duties and challenges of an Administrative Aide III.


I completed my Bachelor's degree in Agribusiness in April 2013. Since then, I have worked in different companies with administration duties and have gained knowledge in the various tasks assigned.

I am currently working in the University as a department clerk (Job Order status) at the Department of Biotechnology. Working in the department has helped me show my competency in clerical duties like filing, typing, and dealing with the public.

I welcome the opportunity to work in the University with the position offered. Please see my Personal Data Sheet for your reference.

Thank you for your time and consideration.

Respectfully yours,


Genalyn M. Apas
Applicant