

ANGELITO I. DAING

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November 22, 2025

DR. ALELI A. VILLOCINO

Office of the Vice President for Students Affairs and Services

Visayas State University

Visca, Baybay City, Leyte, 6521

Dear Dr. Villocino,

Good day!

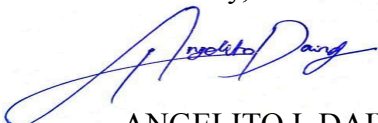
I am writing this letter to express my interest to apply for the position of Research Assistant, through which I have read from your online job posting about the vacancy. I am a graduate of Bachelor of Science in Agriculture from Visayas State University. I believe that as a graduate from the university, I have the qualities needed for this position.

Moreover, I am currently looking for a position which offers greater challenges, job security, competitive salary and benefits, and mostly the opportunity to serve aligned with my credentials. I would like to take this opportunity to further hone my skills and the opportunity to contribute in serving the university.

I have enclosed herewith my duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet for a more comprehensive view of my work experience and credentials. I fully understand your qualifications and I believe I will be a great addition to your team. My work experience, communication skills, interpersonal abilities, and a determination to serve the university would make me a strong fit for the position.

I realize that my CSC – PDS form cannot explain my qualifications in depth. Therefore, I hope there will be a chance interview which I can explain how the potential in me and my determination will help in the success of the agency. Thank you for your kind consideration and I look forward on your kind response.

Sincerely,



ANGELITO I. DAING

Applicant