

May 12, 2021

**EUSEBIO R. LINA JR.**

Head

Department of Mathematics and Physics

Visayas State University

ViSCA, Baybay City, Leyte

Sir:

Good day!

I am writing this letter to your good office to express to you my sincere desire to apply as an Administrative VI in this institution. I am Timothy John Q. Permejo, 27 years old, a graduate of Bachelor of Science in Hotel and Restaurant Management.

I am currently working at Visayas State University-Tolosa as a clerk for the Department of Criminology and Forensics with a Job Order status for over two years now. I am also taking my Juris Doctor Degree with 50 units. Holding a Civil Service Professional Eligibility feels that I do not exercise my full potential since that I only have a Job Order status nevertheless, I still exert my best effort in my work to satisfy my superior. If given a chance to work in your institution, I will assure you that I will do my best to perform my duties and responsibilities as an administrative assistant in your office.

Attached with this letter my Personal Data Sheet and other documents for your basis regarding with my application. I am willing to come for an interview in your most convenient time.

Very truly yours,

Timothy John Q. Permejo