

September 23, 2024

Ms. Vivian V. Balbarino

Head, Supply and Property Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Balbarino**,

I would like to apply as Administrative Assistant II - Property Custodian for the Supply and Property Office. I am currently assigned as an Administrative Aide VI of the Department of Mechanical Engineering and has been employed by the university since February 3, 2014. My responsibility includes serving as the department's deputy Documents and Records Controller, and the lone administrative staff of the department. I have actively attended various training and seminars, and completed my degree for Master in Management in the university on 2018 as reflected on my Personal Data Sheet.

I look forward to having an interview for the details of my application at your convenience. I can be reached through my contact details at +63951-800-0520 or antonette.cruz@vsu.edu.ph.

Thank you for considering my application.

Sincerely,


ANTONETTE S. CRUZ
Applicant