



May 18, 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**
VP, Administration and Finance/
Chairman, NAPB

Dear Sir,

I am delighted to submit my application for Administrative Aide III (Clerk) permanent position.

I am Caroline B. Anduyan, 38 years old and residing at 228 Tres Martires St., Zone 13, Baybay City, Leyte. I graduated with a degree in Bachelor of Science in Business Administration, Major in Finance and Management Accounting last 2005 at Holy Angel University in Angeles City, Pampanga. I also finished my Associate in Office Administration in the same university last April 2008.

I worked as Legal Secretary in a private law office in Angeles City, Pampanga for nine (9) years.

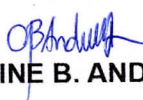
I worked as Job Order Clerk at the Legal Office of the Visayas State University since February 2020 and up to the present. I am currently the dDRC of the Office of the Chief Legal Officer. Likewise, I was also assigned as dDRC and clerk of the Office of the Data Protection Officer last January 2021. My self-determination and hard work gave me the honor to apply for the position that fits my qualification.

I hope you give me a chance to share my knowledge and skills and to continue to do my best to render my sincerest service, with my wide range of willingness and capability to work.

Attached herewith is my PDS, CV, copy of my Transcript of Records and diploma for your reference. I am available for an interview at your convenient. I can be reach anytime at 09267984713 or 09196516518 or by email: caroline.anduyan@vsu.edu.ph.

Thank you very much.

Respectfully yours,


CAROLINE B. ANDUYAN