

Brgy. Pangasugan
Baybay City, Leyte
29 January 2024

Dr. Daniel Leslie S. Tan
OIC, University President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Edgardo E. Tulin
Vice President for Admin. and Finance &
Chairman, NAPB
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Greetings!

I have read from the social media that you are looking for an Administrative Aide I (CASUAL) in the Institute of Tropical Ecology & Environment Management. Please consider this letter as an application for the said vacant position.

I am a graduate of Bunga National High School. I have experienced working as a heavy equipment operator for more than 7 years at VSU-HELV MU before I was transferred to the Department of Pure and Applied Chemistry (DoPAC) and worked as a utility worker for more than a year. Presently, I am connected at Agricultural Training Institute (ATI-RTC VIII) as utility worker with contract of service status. I am hard working, willing to work overtime and able to complete my job with limited supervision. With my knowledge and worked experiences, I can say that I am fit for the position.

If given the chance to work with you, you can count on my dedication and loyalty to VSU. Attached herewith is my personal data sheet (PDS), resume, certificate of trainings and diploma for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you and God bless!

Respectfully yours,

JOBERT L. CABALLERO
Applicant

