

June 07, 2024

**MARIO LILIO P. VALENZONA**

Head

Physical Plant Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Valenzona,

Greetings of peace!

I am writing to apply for the Administrative Officer IV (Administrative Officer II) at **(Physical Plant Office) position** at **VSU MAIN**. I believe I can be a valuable addition to the team, having worked in the Supply and Property Management Office (SPMO) and the Procurement Office at Southern Leyte State University (SLSU) - Main Campus since July 4, 2016. I am accustomed to handling high-volume, fast-paced, and multitasking office transactions.

My experiences in both Procurement Office and SPMO are highly relevant to the role. Both offices play vital roles in administration frontlines as it is involving in all request for goods and services needed in administrative operations.

I am currently employed at SLSU-Main Campus and have had experience as the Designated Procurement Officer for ten months. I have gained priceless leadership experience from that period of time. I am currently the Supply Officer I of SLSU-Main Campus.

I'm keen to try new things, have the ability to take the initiative, and am familiar with the position. I also have excellent communication, time management, and multitasking abilities.

Thank you for your time and consideration.

Sincerely,

  
**VINCENT JOSEPH O. GOJOCO II**