

**RYSAN C. GUINOCOR**  
**Head**  
**Office of the Data Protection Officer**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

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Dear Sir,

A pleasant day to you!

I am writing to express my interest for the position of Clerk I in your good office.

Having recently obtained my Bachelor's Degree in Agriculture major in Plant Protection (Plant Pathology) in the Visayas State University (VSU), I believe I am equipped with the necessary knowledge and skills for the said position. I am also currently working as a Science Research Assistant in the Department of Agricultural Education & Extension which made me familiar with paper works such as encoding, printing, scanning, making of reports and etc.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me using the above information.

Thank you and God bless.

Respectfully yours,

  
**RACHELLE ANN. BARBOSA**  
Applicant