

June 15,2023

DR.EDGARDO E. TULIN.
3RD VSU PRESIDENT

Dear Dr.Tulin,


I am writing this to express my intention of applying for the position of **Administrative Aide I** to be assigned in University Learning Commons (Library).

I was a reliable and well-trained Administrative Assitant II at DSWD-CARAGA during my service for 2 years and 6 months. I worked with gratitude and excellence in any areas such as databases, cleaning, organizing of documents, and supply distributor to Area Coordinating Teams of KALAHI-CIDSS. If given the opportunity, I would gladly impart my skills to help the institution at my utmost effort. I also applied for the position to have a job while taking my Master's degree in the University and working in the Library is an advantage. I hope that the University can help me to achieve my academic excellence.

I am also willing to take other positions that best fits of my credentials.

Hoping for your positive response. Thank You and God bless!

Respectfully yours,


JAYSON H. GATILLO