

March 5, 2024

Dr. Daniel Leslie Tan
Chairman, NAPB
VP for Admin and Finance
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
OIC Director, Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tan**:

I would like to express my intent to apply for the position of Administrative Assistant II (Property Custodian) as advertised on the VSU website (jobs.vsu.edu.ph) and on the Civil Service Commission (CSC) website. I am currently an Administrative Aide VI assigned to the VSU Records Office. I believe that my extensive experience in supply and property management will make me a very competitive candidate for this position.

I am a graduate of the Bachelor of Science in Agribusiness at Visayas State University (formerly ViSCA) in Baybay City, Leyte. I am a hardworking employee who is self-motivated, dedicated, and committed to every task assigned to me.

Attached is my resume, which gives further details of my work experiences and trainings, attended. I would be happy to answer any questions you may have at an interview.

Thank you and God Bless!

Very truly yours,


MARCHO P. BANDALAN
Applicant