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December 20, 2022

To:

**QUEEN-EVER Y. ATUPAN**

Head

Office of the Cashier

Visayas State University

Visca, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, ODHRM

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance

Dear Sir,

I am applying for **ADMINISTRATIVE OFFICER 1 (CASHIER 1)** position to your esteemed office in the Visayas State University. I have the experience and knowledge essential for this role because of my previous work involvement in administrative duties in the Visayas State University. I have a considerable amount of familiarity in the academe's system, including the ins and outs. I already built and established rapports inside the university and would continue to do so. It would be a great honor to serve and deliver an added value to your good office and to our beloved VSU.

May this be a start of a fruitful growth and a wonderful journey. Your response is highly appreciated. I look forward to be able to serve you, the school and your good office a favorable performance towards excellence.

I attached the fully accomplished Personal Data Sheet (PDS), the proof eligibility rating and photocopy of my Transcript of Records for your reference. Looking forward for further discussions at your most convenient time.

Thank you for your kind consideration.

Very truly yours,



**Gino Carlo C. Ramirez**