

January 7, 2021

Dr. OTHELLO B. CAPUNO

VP for Extension, Research and Innovation
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. LOURDES B. CANO

Director, Admin. & Human Resource Devt. Office
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Capuno:

Good Day!

A reliable source informed me that VSU is offering an Administrative Aide III permanent position, please consider me an applicant to the position. I am a graduate of Bachelor of Science in Agribusiness at this university.

I am working as a clerk at the Department of Agricultural Education and Extension for almost 3 years which has given me confidence in terms of clerical and office works. And also I passed the clerical examination in the university last April 2018.

If you consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, TOR, Diploma and career service eligibility (Professional) certification.

Looking forward for your positive response regarding this matter. Thank you very much for attending this concerns.

Very truly yours,


JANET ODICTA PASA

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