

December 12, 2023

**DR. DANIEL LESLIE S. TAN**

OIC President  
Visayas State University  
Baybay City, Leyte

**THRU:**

**HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM

Dear Dr. Tan:

Greetings!


I am writing this letter to express my intention to apply as Administrative Aide VI of Visayas State University.

I graduated Bachelor of Science in Business Administration major in Human Resource Development and Management (BSAB-HRDM) in the Franciscan College of Immaculate Conception. I am currently contracted as Clerk in the Procurement Office of Visayas State University since June 15, 2020.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,

  
Arjanery B. Antofina  
Applicant