

February 27, 2023

**Dr. Edgardo E. Tulin**  
University President  
Visayas State University  
Baybay City, Leyte

Thru : **Ms. HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM

Dear President Tulin,

Greetings of Peace!

I wish to apply for Administrative Assistant II under the Office of the Head of Alumni and Community Relations. I have attached here my Personal Data Sheet and other documents for your reference. I am willing to come to your office for an interview at your most convenient time.

For additional details regarding my qualification you may contact me at 09187377075 or email me at [aerielmorilla@yahoo.com](mailto:aerielmorilla@yahoo.com) .

Thank you for taking time to consider this application and I look forward to hearing from you,  
God Bless!

Sincerely yours,

**ARIEL C. MORILLA**  
Applicant