

April 12, 2021

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. REMBERTO A. PATINDOL**  
VP for Administration and Finance  
Chairman of NAPB  
VSU, Baybay City, Leyte

Dear Sir:

Good day!

I am GINA ARCIGA LORETO, 53 years of age, married and presently residing in Baybay City, Leyte. I graduated Bachelor of Science in Business Administration major in Accounting. I have gained so many working experiences related to my educational attainment in Manila. I have also experienced government services in Barangay Zone-5 here in Baybay City for seven (7) years where I got my Civil Service eligibility.

In that I would say that I am qualified to the position that Visayas State University is offering. I was informed that the item in Accounting Department as Administrative Aide IV is now open. A vacant position by the staff who was promoted to Administrative Aide VI.

I would like to take this opportunity to apply on the above item. Since, this is a vacant position in Accounting Office where I was now assigned.

My duties and responsibilities or simply my working attitude may be justified by my previous supervisor or the heads of the Departments where I was assigned, Engr. Mario Lilio P. Valenzona and Ms. Erlinda S. Esguerra.

Hoping that you will give me a chance to be promoted in that item.

Thank you and GOD bless.

Very truly yours,

GINA A. LORETO

Applicant