

17 February 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Brgy. Pangasugan, Baybay City, Leyte 6521

Through:

DR. MOISES NEIL V. SERIÑO

Vice President for Administration and Finance

MS. HONEY SOFIA V. COLIS

Director, HRMD

ATTY. KAREN ABEGAIL S. MONTERON

Director, Legal Affairs and Services

Dr. Yepes:

Greetings!

The Visayas State University website <https://jobs.vsu.edu.ph/> posted about the vacancy in the position of **Legal Assistant II (Plantilla Item No. LEA2-9-2023)**. I express my interest in applying for the said vacant position.

I am currently connected in Department of Education - Schools Division of Baybay City for over seven (7) years. I am recently promoted to Administrative Officer II of Payroll Services Unit, Personnel Section. Formerly, I rendered clerical services in OVPAF of this university on a Job Order Status for almost two (2) years.

I am currently enrolled as a second-year student in the Juris Doctor (JD) Program at Saint Paul School of Professional Studies in Palo, Leyte.

Attached are the documents needed to support my application for your review, evaluation, and possible short-listing.

Thank you for taking the time to review my application and I am looking forward for the interview should I be given a positive response.

Respectfully,



JOHN PAOLO A. CAINTIC

Applicant

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