

March 1, 2024

**Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tan:

Good day!

This is to express my great interest in applying for the Administrative Assistant II (Property Custodian) position available at Supply and Property Office, Visayas State University. I am Raizel M. Piamonte, a resident of Brgy. Pangasugan Baybay City, Leyte and currently working at the VSU, Supply and Property Office (SPO) in this institution as an Administrative Aide III job order office clerk.

I believe that in my eight (8) years of experience working in the University and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination Sub-Professional Level, makes me capable for the desired position.

It is my main goal to obtain a regular position in this prestigious institution where I can utilize my knowledge and skills. Thus, I hoping for your positive response to this application.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number +63 945 733 3320 and email: [raizel.piamonte@vsu.edu.ph](mailto:raizel.piamonte@vsu.edu.ph) at any time of your convenience. I have attached my personal data sheet for your perusal.

Thank you very much for your time and consideration.

Respectfully yours,

  
**RAIZEL M. PIAMONTE**  
Applicant

cc: Dr. Edgardo E. Tulin – VP for Administration and Finance  
Rysan C. Guinocor – Director, ASO