

KRISHIA NORIMEL B. NAPUTO
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March 23, 2021

ATTY. RYSAN C. GUINOCOR
OIC Director, ODAS
Visayas State University
VISCA, Baybay City, Leyte

Dear Sir,

I am writing this letter to express my intention of applying the position Administrative Aide III at the Visayas State University.

I finished my degree Bachelor of Science in Accountancy at Saint Paul School of Professional Studies, a Certified Tax Technician and passed the Civil Service Professional Examination in 2016. I am also a former Registration Officer I of the PHILSYS Pre-Registration Activity last October 12, 2020.

I hope that my application would be considered.

Thank you and hoping to hear from you soon.

Sincerely yours,



KRISHIA NORIMEL B. NAPUTO
Applicant