

March 2, 2023

**Dr. SANTIAGO T. PEÑA, JR.**

Dean, College of Veterinary Medicine

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Peña,

I was informed that the Administrative Aide III position is open for hiring in your college. I would like to apply for this position.

I am a licensed Agriculturist with Animal Science as my major. I had experience as a medical/laboratory technician in the Diagnostic laboratory in your college. I was an administrative aide for AACCUP level 1 in the Department of Liberal Arts and Behavioral Sciences, and level 4 in CVM. Throughout my experiences, I had acquired a lot of knowledge, training/seminars from office to laboratory works although there are still things to improve and learn from. For additional details, please see attached Personal Data Sheet (PDS).

With the guidance of the faculty and staff, I can learn more and adapt faster in my work. I will help and contribute anything that needs to be done to the utmost of my ability.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely yours,



**GLAIDYLL L. GABI**

Applicant