

December 29, 2023

**Dr. HARVIE P. PORTUGALIZA**

OIC Dean, CVM

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Portugaliza,

I am notified that the Administrative Assistant III (Casual) position is available for hire at your college. I am interested in applying for this position.

I have a Bachelor of Animal Science degree and am a licensed Agriculturist. I recently worked at your college as a Laboratory Technician in the Diagnostic Laboratory for 8 months and as a Clerk (AACCUP Level 4) for 8 months, and I have been an Administrative Aide (AACCUP Level 1) for 4 months at the Department of Liberal Arts and Behavioral Sciences. Throughout my work experiences, I had acquired a lot of knowledge and skills that may contribute to the future activities and plans for the college at the best of my abilities. For additional details, please see attached documents.

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

Sincerely yours,



**GLAIDYLL L. GABI**

Applicant