

**July 21,2023**

**Edgardo E. Tulin**  
VSU President  
Visayas State University

**Thru:**  
**MARLON M. TAMBIS**  
**Assistant Director**  
**Philippine Root Crops & Research Training**  
**Center**  
**Visayas State University**  
**Visca, Baybay City, Leyte**  
**Noted:**

**Dear sir/ma'am,**

I have seen in your advertisement that there is hiring for the position of **ADMINISTRATIVE AIDE III(casual position)**.It is, in this regard, I would like to express my interest to apply. I am JOHN WILFRED G. GONZAGA 34 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as a **LABORATORY AIDE/UTILITY MESSENGER**. I have Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

**Respectfully yours,**

**JOHN WILFRED G. GONZAGA**