

February 13, 2024

DR. DANIEL LESLIE S. TAN

OIC-President

Visayas State University

VISCA, Baybay City, Leyte, Philippines

THRU: **DR. EDGARDO E. TULIN**

VP for Administration and Finance

Dear Sir:

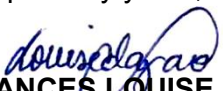
I wish to submit my application for the ongoing of Administrative Officer I (Records and Archives Office) position which is posted at <https://jobs.vsu.edu.ph> with application code YNXCPW. I believed that my work experiences, education and expertise positioned me as a perfect candidate of this role.

I completed my Bachelor's Degree in Accounting Technology last May 2019. Since then, I have worked with both administrative and accounting duties and have gained knowledge from the various tasks assigned.

I am currently working in the University as a Administrative Aide (Job Order status) at the Office of the Cashier. I welcome this opportunity to work in with the position offered. Attached are the requirements for your perusal.

Thank you for your time and consideration.

Respectfully yours,


FRANCES LOUISE B. DAJAO
Applicant