

August 2, 2024

**ENGR. SEAN O. VILLAGONZALO**

Head, Information and Communication  
Technology Management Center (ICTMC)  
Visayas State University  
Cisca, Baybay City Leyte

**Dear Engr. Villagonzalo,**

I hope this letter finds you well.

I am writing this letter to express my interest in the Computer Programming I position at your highly reputable office, ICTMC of the Visayas State University. As an alumna of VSU with a degree in Bachelor of Science in Computer Science and years of experience in software development, I am optimistic in my ability to contribute effectively to your office.

In my previous role as Computer Programmer at the VSU Supply Procurement and Property Management Office in 2014-2018, I am responsible for the monitoring of requests on Purchase Order, Payment of Goods and Services, among others.

I am currently employed as a Computer Programmer II at the Management Information Office since 2019 and is tasked with the development and enhancement of the VSU SPPMIS. With my background and

Thank you for considering my application. It would be a pleasure to discuss with you how my experience and competencies may contribute to your office. I am available at your convenience and can be reached at 0969 0707 273 or [joshua.cuevas@vsu.edu.ph](mailto:joshua.cuevas@vsu.edu.ph).

Sincerely,



**JOSHUA B. CUEVAS**

*Applicant*