

07 June 2024

Engr. Mario Lilio P. Valenzona

Head, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Dear Engr. Valenzona:

Please consider me an applicant for the Administrative Assistant II position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a contract of service basis stationed at the Records and Archives Office (RAO) under the supervision of Ms. Maria Roberta S. Miraflor.

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS

Applicant