

16 March 2021

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

Dear **Dr. Tulin**,

I am **Marlo L. Managbanag**, from Baybay City, Leyte, 43 years old, married, with a degree of Bachelor of Science in Statistics from the Eastern Visayas State University, Tacloban City. I am currently connected at the Procurement Office as a Job Order Administrative Aide I. I sincerely would like to apply as a Regular/Casual Administrative Aide I (Utility Worker).

Please review my attached documents, for complete details regarding my work experience and qualifications. If you would like to get in touch to discuss my application and to arrange an interview, you can always reach me through this email [mrlmngbng@gmail.com](mailto:mrlmngbng@gmail.com) or thru this mobile no. 09268004272.

Thank you very much for taking time to consider this application and I look forward to hearing from you soon. More power and God bless.

Respectfully yours,

  
**MARLO L. MANAGBANAG**  
*Applicant*