

# Juan Paolo S. Lacaba

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February 18, 2022

**DR. DANIEL LESLIE S. TAN**

Vice-President for Administration and Finance  
Visayas State University  
Visca, Babay City, Leyte

**THRU: HONEY SOFIA V. COLIS**

OIC – Director, ODHRM  
Office of the Director for Human Resource Management

Dear Sir:

Good day and peace be with you!

I would like to express my interest to apply in your good organization for the **Administrative Officer I (Supply Officer I)** or *any available position* that will qualify my credentials. With a six-year working experience and a background in Accounting and Finance gained from my on-the-job training at the Land Transportation Franchising and Regulatory Board, I believe that I can make a positive contribution to your organization. As you search for an employee with a track record of efficiency, reliability, good leadership and outstanding work ethics, please consider me for the position.

I am ready and very eager to bring my skills and abilities to work for your organization with greater opportunities for advancement if given an opportunity.

Enclosed is my resume for your review. I would appreciate the opportunity to speak with you and demonstrate more fully how my talent, professionalism and enthusiasm will add value to your organization, so please do not hesitate to contact me by phone or email as listed above.

Thank you sincerely for your time and consideration.

May our God be upon you and your family always!

Respectfully yours,

**Juan Paolo S. Lacaba**

