

March 1, 2024

Dr. Daniel Leslie S. Tan

Officer-In-Charge

Visayas State University

Visca, Baybay City, Leyte

Thru: Dr. Edgardo E. Tulin

Chairman, Non-Academic Personnel Board (NAPB)

Vice President for Administration and Finance

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tan,

Greetings!

I am Joana Lin C. Sy and I would like to apply the vacant position as Administrative Assistant II. As a highly competent person, I would bring a service-focused and hard-working attitude to this role. I am a strong and able worker looking to fill the vacant position at this institution. I obtained my degree as a Bachelor of Science in Hotel, Restaurant and Tourism Management (BSHRTM) at Visayas State University and have successfully passed Civil Service Professional Career Examination last August 04, 2019.

Presently, I am working as Administrative Aide III (Clerk) at Supply and Property Office (SPO) VSU main campus. Having been employed for the last eight (8) months at Supply and Property Office, I do believe I have earned experiences and been able to contribute innovations at the department. Multi-tasking became the common denominator of my past jobs. Hence, I know I could possibly manage any available position that suits my qualification if given a chance

Lastly, I'll be grateful if you could give some time to discuss further my ability and skills. You can reach me through my mobile number 0939-343-9199 and email address, joanasy@vsu.edu.ph.

Thank you and God Bless

Very respectfully yours,

Joana Lin C. Sy

Applicant