

March 23, 2024

**LYNETTE C. CIMAFRANCA**

Head

Department of Food Science and Technology

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Ecleo

Greetings!

I am writing this letter to express my intention to apply as Administrative Aide I (Utility Worker I).

I graduated Bachelor of Science in Animal Science in Visayas State University. I am currently contracted as Clerk in the Procurement Office of Visayas State University since March 24, 2022.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,

Allan O. Managbanag

Applicant