

January 10, 2023

**DR. DANIEL LESLIE S. TAN**  
Officer-In-Charge  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

Thru:

**DR. EDGARDO E. TULIN**  
NAPB CHAIRMAN  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

Dear Sir Tan,

I am writing to apply for the position of driver at Visayas State University (VSU). I have recently completed my NC II certification in driving NC II from TESDA, and I am confident that my skills and qualifications make me an ideal candidate for this role. I have served this institution for about 13 years now as a utility messenger.

As a driver with NC II certification, I possess a deep understanding of road safety practices, defensive driving techniques, and the proper handling of commercial vehicles. I have gained practical experience through my training and have developed a strong work ethic and a commitment to delivering exceptional service to clients.

I am confident that my skills in driving, communication, and customer service will enable me to contribute significantly to your organization. I also know how to use GPS navigation systems and other relevant technologies to ensure efficient and safe transportation of goods and people.

I am available to start work immediately and would welcome the opportunity to discuss my application further. Please find attached my updated resume for your review. I look forward to hearing from you soon. Thank you for considering my application.

Respectfully,



**MARLO L. MANAGBANAG**  
Applicant