

September 29,2025

DR. PROSE IVY G. YEPES

President

Visayas State University

VSU, Baybay City, Leyte

Thru: **MOISES NEIL V. SERIÑO**

Chairman, NAPB

Visayas State University

Visca, Baybay City, Leyte

Dear Sir/Ma'am,

I am writing to express my interest in the **Reproduction Machine Operator** position at the Department of Agronomy here at Visayas State University, Visca, Baybay City, Leyte. I have experience in operating reproduction equipment such as photocopiers, duplicators, and printers, ensuring accuracy and efficiency in document preparation. My administrative and clerical background in academic department, registrar's office, and supply and property management has equipped me with strong skills in record-keeping, document handling, and resource management. I am hardworking, detail-oriented, and eager to contribute to the smooth operations of the office.

Thank you for considering my application. I look forward to the opportunity for an interview.

Respectfully,



MARIFE GUCELA- GOFREDO

Applicant