

2 May 2024

Mr. Raymund M. Igcasama

Head, Admissions Office
Visayas State University
Visca, Baybay City, Leyte

Sir:

Please consider me an applicant for the Administrative Assistant II (Clerk IV) position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a contract of service basis stationed at the Records and Archives Office (RAO) under the supervision of Ms. Maria Roberta S. Miraflor. I've been working here in VSU for 7 years (2 years & 4 months as Clerk at DAEEEx and 4 years & 9 months at RAO).

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS
Applicant