

April 7, 2025

DR. PROSE IVY GUASA-YEPES

President, VSU
Visayas State University
Visca, Baybay City, Leyte

Thru:

DR. MOISES NEIL V. SERIÑO

VP for Administration and Finance
Chairman, NAPB
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Seriño,

Good day!

I am writing to express my interest in the utility position advertised on the VSU HRIS system at the Department of Pure and Applied Chemistry. With a strong background in utility and messengerial services and delivery of supplies, materials, and equipment (SMEs) in the university in my current job at Supply and Property Management. I am confident in my ability to contribute effectively to your team and support the company's commitment to delivering reliable and efficient utility services.

I am committed to maintaining the highest standards of safety and efficiency, as I understand the critical nature of utility services in the community. My ability to communicate effectively with both team members and customers will enable me to support the goals and objectives of VSU.

I look forward to the opportunity to discuss my application further and explore how I can help VSU continue to provide exceptional utility services. Thank you for considering my application. I hope to hear from you soon.

Sincerely yours,


JAMESON P. VEGA
Applicant