

Marian S. Bongcales

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MARWEN A. CASTAÑEDA

University Registrar

Visayas State University

Visca, Baybay City, Leyte

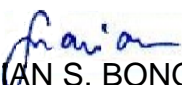
Dear Madam,

I am writing to submit my application for the open position of Administrative Aide III posted in the VSU HRIS website. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and am currently working at the Office of the University Registrar for 3 years now. I am a licensed agriculturist as I passed the Agriculturist Licensure examination held last November 5, 6 and 7, 2019 which is equivalent to the minimum qualifications that the vacant position requires. But I am not practicing my profession since I got hired at the registrar's office the year after I passed the Licensure exam. I am very much interested to work in other fields not in line with my profession.

I am already working at the VSU registrar's office, hence, I already possess the knowledge and background on the procedures and documents that the registrar's office have. I could use it to my advantage and the office can benefit since I am familiar already with the work environment. Thus, training is not necessary. I don't have any work experience outside VSU since I got hired right after I pass the exam. I worked for 6 months in the records management unit and as an evaluator after and until now. I do enjoy the job I have as an evaluator as it helped me grow as an individual. I always do my best effort and work hard on my job and it would be of great honor to continue my service and utilize my skills to work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,



MARIAN S. BONGCALES