

April 04, 2025

MARIA ROBERTA S. MIRAFLOR

Head

Records Management and Archives

Visayas State University

Visca, Baybay City, Leyte

Dear **Ma'am Miraflor**,

Good day and my warmest greetings!

In response to your need of a Clerk III that which I could be qualified, I want myself to be considered.

I obtained my Degree in Bachelor of Science in Agricultural Engineering at the Visayas State University, Baybay City, Leyte last, I have acquainted myself with a range of skills that would allow me to excellently carry out the various duties and responsibilities. I am currently working as Receiving and Releasing Clerk at the Budget Office, Visayas State University, Baybay City, Leyte.

Please see attached Personal Data Sheet, Transcript of Records and Civil Service Eligibility that could give you some idea of my educational qualifications, experiences and qualification.

Thank you very much and I am hoping for your favourable response. God bless us all!

Very respectfully yours,

REYNALDO F. SACRO JR.