

February 19, 2021

DR. EDGARDO E. TULIN  
President  
Visayas State University

Thru: DR. REMBERTO A. PATINDOL  
VP, Administration and Finance /  
Chairman, NAPB

Dear Sir:

I am delighted to submit my application for the casual Administrative Aide III (Clerk I) position vacated by Ms. Merle N. Gravador at the Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR).

I am Marily V. Seville, 40 years old and married with 2 children. I finished the degree of Bachelor of Science in Agriculture major in Agricultural Economics in 2002 and passed the Licensure Examination for Agriculturists in 2003. In addition, I am also a passer of the VSU Clerical Examination.

My career in VSU got started in April, 2018 as a Science Research Assistant of Dr. Jose L. Bacusmo at the Office of the Vice President for Research and Extension (OVPRE). At this current time, I am connected with OHRSPPR for more than a year already as a Job Order Administrative Aide. Being part of the Recruitment, Selection and Placement (RSP) process in the office, I believe that I am already equipped with the necessary skills and knowledge to meet the challenges of the position and to continue the task that is begun in me.

I assure you that I will continue to do my best to render my sincerest service and to handle any responsibilities, even beyond the scope of my limitations, with my wide range of willingness and capability to work.

It will be a pleasure to attend an interview with you. Thank you.

Respectfully yours;



MARILY V. SEVILLE