

July 17, 2020

**EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: Dr. Lourdes B. Cano  
Director. ODAHRD

Dear Sir:

I am writing to express my interest for the position Administrative Aide IV of the Visayas State University main campus.

As an office clerk of the Department of Tourism and Hospitality Management – Visayas State University for almost four years I can vouch that my experience can define the competencies required of the said position.

Attached herewith are my pertaining documents for your perusal.

You may reach my mobile number +63 975 647 8075 or email address [james.escuadra@vsu.edu.ph](mailto:james.escuadra@vsu.edu.ph) and is pleased to appear at your most convenient time for interview and such.

Good day and God bless.

Respectfully yours,

JAMES B. ESCUADRA