

April 11, 2023

Dr. EDGARDO E. TULIN

President, Visayas State University
Baybay city, Leyte

Thru: DANIEL LESLIE S. TAN

Chairman NAPB

Dear Dr. Tulin:

I have read from the Visayas State University facebook page that the position for Administrative Aide IV is open for hiring. It is my privileged to formally signify my interest to apply for the said position.

I am Lionel Hoyla Liong, 40 years of age and I have finished 142 units in Associate in Computer Science from Franciscan College of the Immaculate, Baybay City, Leyte. I have been working in this institution for more than 6 years as Job Order Employee.

I am currently assign at the ODHRM as a clerk at the same time a messenger and I sometimes do the utility work if need arises. I am also a computer literate.

I am hoping that you would see my potential and eagerness to work in this institution.

Thank you very much and more power.

Sincerely yours,



LIONEL HOYLA LIONG