

May 24, 2024

ENGR. MARIO LILIO P. VALENZONA

Head

Physical Plant Office

Visayas State University

Visca, Baybay City, Leyte

Dear **Engr. Valenzona**,

I am formally writing to express my keen interest in the Administrative Officer IV position at Physical Plant Office, as advertised. My name is Norbert John O. Villas, a Bachelor of Science in Agribusiness (2014) and a Master of Management in Business Management (2022) graduate, willing to apply, explore, and become part of your office.

Currently, I work as an Education Research Assistant at the Office of the Vice President for Student Affairs and Services and was designated as the Student Internship Program Coordinator at Visayas State University, where it molded my administrative skills and successfully managed various administrative tasks and consistently ensured the accuracy of reports.

With my educational background and work experience, I believe I am a qualified Administrative Officer position, in which, I am interested in contributing my skills and knowledge to the students of Physical Plant Office.

I hope this will consider my application, and looking forward to the possibility of discussing it with you in the future.

Sincerely,



NORBERT JOHN O. VILLAS
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