

23 February 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

THRU : **HONEY SOFIA V. COLIS**
OIC Director, ODHRM

Dear Dr. Tulin:

This has in reference to the posted vacated position of Mr. Fernando Montajes for Utility Messenger at IHS High School Dept. I am very eager to apply on that position.

I am Mr. Roel S. Loreto, residing in Brgy. Patag, Baybay City, Leyte and presently working at Visayas State University, Visca, Baybay City, Leyte.

I am a Job Order (JO) worker of the Physical Plant Office (PPO) under the infrastructure Drainage Buildings and Maintenance Unit (IDBMU) as Painter since 2008 – 2015, 2016 – 2017 TBI Utility worker, 2018 USSO Maintenance of Dormitory and Cottages until present.

Hoping to continue in the same manner but a much better status of employment.

Thank you and hoping for your favorable response on this application.

Respectfully yours,



ROEL S. LORETO

Applicant

email: racelleloreto16@gmail.com

Cell. # 09203451829



February 24, 2022

Dr. SHALOM GRACE C. SUGANO

Principal

VSU-Integrated High School

Dear *Dr. Sugano*:

This is to favorably recommend to you Mr. Roel Loreto for the position of Administrative Aide III in your unit. Mr. Loreto is presently the Job Order personnel of the ODS for more than a year now, specifically assigned to do the cleaning of the surroundings and inside lobbies of our university dormitories and cottages. I have personally observed him as the direct supervisor that he works diligently in accomplishing his tasks even beyond the prescribed working period. He can easily comprehend instructions and work with little supervision. He possesses a good skill in doing painting particularly for furniture to appear as classy. He is a team player who help his co-workers in completing the task I assigned to them.

I hope he will be considered for the position

Thank you so much and more power.

Respectfully yours,

MANOLO B. LORETO, JR.

Dean of Students