



May 18, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**
VP, Administration and Finance/
Chairman, NAPB

Dear Sir,

I am delighted to submit my application for Administrative Aide III (Clerk) permanent position at the Visayas State University (VSU).

I am Aiza B. Besavilla, 26 years old and residing at A&A Circuit, Brgy. San Isidro, Baybay City, Leyte. I graduated with a degree in Bachelor of Science in Business Administration, Major in Human Resource Development Management last 2017 at University of Cebu-Banilad Campus, Gov. Cuenco Avenue, Banilad, Cebu City. I worked as Customer Sales Representative in a private company in Cebu City for three (3) years.

I worked as Job Order Clerk at the Office of the Director for Administrative Services (ODAS) of the Visayas State University from April 5, 2021 up to the present. Currently I am functioning as the dDRC of the Office of the Director for Administrative Services. My self-determination and hard work gave me the honor to apply for the position that fits my qualification.

I hope you give me a chance to share my knowledge and skills and to continue to do my best to render my sincerest service, with my wide range of willingness and capability to work.

Attached herewith is my PDS, CV and a copy of my Transcript of Records for your reference. I am available for an interview at your convenient. I can be reach anytime at 09556130793 or by email: aiza.besavilla@vsu.edu.ph.

Thank you very much.

Respectfully yours,


AIZA B. BESAVILLA