

December 20, 2024

JESSAMINE C. ECLEO

Head

Procurement Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Ecleo

Greetings!


I am writing this letter to express my intention to apply as Administrative Aide VI (Clerk III).

I graduated Bachelor of Science in Business Administration major in Human Resource Development and Management (BSAB-HRDM) in the Franciscan College of Immaculate Conception. I am currently contracted as Clerk in the Procurement Office of Visayas State University since June 15, 2019.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,



Arjanery B. Antofina

Applicant