

Dr. Daniel Leslie S. Tan  
President  
Visayas State University  
Baybay City, Leyte

Thru: Honey Sofia A. Colis  
Director of ODHRM

Dear Dr. Tan

I am Mr. Roel S. Loreto, residing in Brgy. Patag, Baybay City, Leyte and presently working at Visayas State University. I am very eager to apply of the regular position.

I am a Job Order Worker since 2002 until present. Hoping to continue in the same manner but as much better status of employment.

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

Respectfully yours,



ROEL LORETO  
Applicant