

March 19, 2021

Dr. EDGARDO E. TULIN

President, Visayas State University
Baybay city, Leyte

Thru: REMBERTO A. PATINDOL

Chairman NAPB

Dear Dr. Tulin:

I have read from the Visayas State University facebook page that the position for Administrative Aide is open for hiring. It is my privilege to formally signify my interest to apply for the said position.

I am Lionel Hoyla Liong, 38 years of age and an undergraduate from the Franciscan College of the Immaculate, Baybay City, Leyte. I have been working in this institution for more than 5 years as Job Order Employee.

I am currently assigned at the ODAHRMDO as a clerk at the same time a messenger and I sometimes do the utility work if need arises. I am also a computer literate.

I am hoping that you would see my potential and eagerness to work in this institution.

Thank you very much and more power.

Sincerely yours,



LIONEL HOYLA LIONG