

May 25, 2022

HONEY SOFIA V. COLIS

Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. VENICE B. IBAÑEZ**

Head, Department of Tourism and Hospitality

Visayas State University

Dear Ma'am Colis,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide I (Utility/Messenger) in your department.

I am working as a utility/messenger at the Department of Agricultural Education and Extension for almost 4 years which has given me confidence in terms of janitorial and messengerial works. I also worked at the Laboratory High School, PhilRootcrops and Dept. of Pest Management as maintenance and farm worker.

Please consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, TOR, PDS, Diploma and certificates.

Looking forward for your positive response.

Thank you very much!

Very truly yours,



JUANITO M. RIVERA, JR.

Applicant

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