

January 12, 2023

MARWEN A. CASTAÑEDA

Head

OFFICE OF THE UNIVERSITY REGISTRAR

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Marwen:

I am applying for the position of Administrative Aide VI (Permanent) which was advertised at the VSU HRIS - Open Jobs. The position seems to fit very well with my education, experience, and career interests.

As required by your position, I have received the Certificate of Eligibility of the Civil Service Commission pursuant to the Presidential Decree No. 907 and RA 1080.

I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and looking forward to gaining experience and memories for the growth of my professionalism.

Please consider my request for a personal interview to further discuss my qualifications and to learn more about this opportunity. Please feel free to call me at 09382759885 or email me at alvie.marinay@vsu.edu.ph. If I am not in, please leave a message and I will return your call/email promptly.

Thank you for your consideration. I look forward to talking with you.

Sincerely,



ALVIE MAE E. MARINAY