



June 13, 2024

DR. PROSE IVY G. YEPES  
President, VSU  
Visca, Baybay City, Leyte

Thru: DR. ELWIN JAY V. YU  
VP for Admin and Finance  
and Chairman, NAPB  
VSU, Visca, Baybay City, Leyte


Dear Dr. Yepes,

This is to signify my interest in applying for an Administrative Assistant at the Procurement Office. I am very pleased and interested to impart my knowledge and skills that will help the office function smoothly.

I am a graduate of Bachelor of Science in Food Technology with units in Masters of Management. Formerly, I was assigned at the Income Generating Project Office as an Administrative Aide III and was transferred to the Institute of Human Kinetics as an Administrative Aide IV (Property Custodian) on August 2022. I am hardworking, trustworthy and proficient in computer skills and knowledge.

I have attached my credentials and other pertinent documents for your reference and further evaluation. Should you feel I am qualified for the position, I can be contacted on my email address [marvin.bandalan@vsu.edu.ph](mailto:marvin.bandalan@vsu.edu.ph).

Thank you and looking forward from hearing you soon.

  
MARVIN B. BANDALAN  
Applicant

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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