

# MARIA DANICA SABUCIDO

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Human Resource and Management  
Visayas State University  
Pangasugan, Baybay City ,6521 Leyte

Dear Ma'am /Sir,

My name is **Maria Danica Sabucido** and I am writing this letter to apply as Administrative Aide III (Clerk I) to the Office of the Director for Human Resource and Management of the Visayas State University - Baybay Campus .It has been my personal goal to work as a clerk or any perspective fields at this prestigious university.

I have been following the journey of the university since my initial educative years. I believe in the objectives and the ethics of this esteemed institution. To say the least, it will be a huge and great honour to be able to work here. I assure that I will follow all the university rules and will continue to maintain high moral standards . The copies of my (TOR )Transcript of Record and other relevant documents which may help the decision regarding the application requirements are enclosed with this letter.

I hope that my dream of working here comes true and I can work with professional environments with positive outlook.I may not that best out of many applicants but I will do my best and eager to learn and cope up any responsibilities on my new task in line with my job.

Looking forward, awaiting a reply regarding my application at your prestigious university.

Sincerely ,

**MARIA DANICA SABUCIDO**

A handwritten signature in black ink, appearing to read 'MD Sabucido'.

**Maria Danica Sabucido**

A handwritten signature in black ink, appearing to read 'MD Sabucido', with a stylized flourish at the end.

MARIA DANICA SABUCIDO