

Marian S. Bongcales  
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**VIVIAN V. BALBARINO**

Head  
Supply and Property Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam,

I am writing to submit my application for the open position of Administrative Officer I position posted in the VSU HRIS website. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and currently pursuing my Master's degree here in VSU. I am a licensed agriculturist and a CSC Prof passer which is equivalent to the minimum qualification that the vacant position requires. I am not practicing my profession as an agriculturist since I got hired at VSU registrar's office the year after I passed the Licensure exam. I am very much interested to work in other fields not in line with my profession.

I've been working at the registrar's office as a course evaluator for four years now. I don't have any other work experience prior to the job I have, but I've gained enough skills and knowledge related to administrative jobs. I would be interested to work on whatever work that will be assigned to me if given the chance. I am confident that I would be able to perform the job well since I am working at VSU and familiar already with the work environment.

I am an extremely motivated and enthusiastic person. I do enjoy challenges and eager to learn new things as quickly as possible. I know how to work well with others, and I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,



Marian S. Bongcales