

May 09, 2024

**ALICIA M. FLORES**

Head  
Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Alice

Greetings!

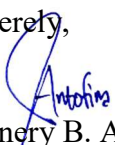
I am writing this letter to express my intention to apply as Administrative Assistant II at Budget Office

I graduated Bachelor of Science in Business Administration major in Human Resource Development and Management (BSAB-HRDM) in the Franciscan College of Immaculate Conception. I am currently contracted as Clerk in the Procurement Office at Visayas State University since June 15, 2019.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,

  
Arjanery B. Antofina  
Applicant