

January 16, 2020

LOURDES B. CANO
Director, Administration and Human Resource Development Office
Visayas State University
VISCA, Baybay, City, Leyte

Ma'am;

Please consider this letter of intent in applying for non-teaching staff in your institution. I saw your post about having a recruitment and selection of non-teaching personnel on your Facebook page. I would like to apply for the position of Administrative Aide VI (Clerk).

I am Abegail M. Flores, 24 years old and a resident of Brgy. St. Michael Palo, Leyte. I graduated at Eastern Visayas State University Tanauan Campus, at Tanauan, Leyte with a degree of Bachelor of Secondary Education major in Physical Science last June 20, 2019. After I graduated, I took and passed the Board Examination for Teachers or Licensure Examinations for Teachers (LET) last September 2019.

In able to continue my professional growth I take my NATIONAL CERTIFICATE II (NCII) At Dulag Polytechnic Institute Dulag, Leyte, and completed the Electrical Installation and Maintenance (EIM).

I don't have already an experience yet about the position that I applied but I do believe that I can handle the role of a position if you give it to me. I am a computer literate. I am willing to be trained for the position and I am confident that my skills, knowledge and qualifications will be perfect for the position. I am very much excited to be part of your institution.

I am hoping that you will give me an opportunity to have my first work experience in your institution. Thank you for considering my application. I am waiting for your positive response.

Sincerely yours,

ABEGAIL M. FLORES, LPT

Applicant

