

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

Thru: **DR. REMBERTO A. PATINDOL**  
VP for Admin and Finance

Dear Dr. Tulin:

Greetings!

I would like to apply for an Administrative Aide III position a vacancy shown in the VSU HRIS system. I am Tirso Igot, Jr., Studied Bachelor of Science in Agriculture in the year 1998-2004 here at Visayas State University. I have been working as casual personnel here in the library at present I have been assigned to man the entrance and exit of the library as well as helping in the Bindery Unit. I have been Graduate Military Assistant (GMA) instructor in ROTC from 2015-2020. Given a chance, I desire to serve more years and continue growing my skills and potential to contribute to the success of the institution.

I am hoping for your positive response to this application.

Thank you so much!

Sincerely yours,



**TIRSO E. IGOT, JR.**  
Applicant

Noted by:



**VICENTE A. GILOS**  
Chief Librarian