

February 22, 2022

**ENGR. MARIO LILIO P. VALENZONA**

Director

Office of the Director for Physical Plant

Visayas State University

Visca, Baybay City, Leyte

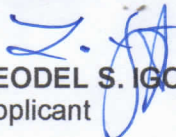
Dear Engr. Valenzona

I wish to apply for Administrative Aide I (Utility Worker I) position in your good office. I believe that my 9 year experience as Utility/Messenger in the VSU Hospital will fit for the said position.

I am a talented person (e.g. in carpentry work) and can adapt to various situations that may occur and handle any additional assigned duties.

Thank you for your time and consideration.

Sincerely,

  
**LEODEL S. IGOT**  
Applicant