

November 26, 2023

**DR. DANIEL LESLIE S. TAN**

OIC-President

Visayas State University

VISCA, Baybay City, Leyte, Philippines

Dear Sir:

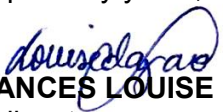
I wish to submit my application for the ongoing of Administrative Assistant III (Office of Vice President for Administrative and Finance) position which is posted at <https://jobs.vsu.edu.ph> with application code LWPIME. I believed that my work experiences, education and expertise positioned me as a perfect candidate of this role.

I completed my Bachelor's Degree in Accounting Technology last May 2019. Since then, I have worked with both administrative and accounting duties and have gained knowledge from the various tasks assigned.

I am currently working in the University as a Administrative Aide (Job Order status) at the Office of the Cashier. I welcome this opportunity to work in with the position offered. Attached are the requirements for your perusal.

Thank you for your time and consideration.

Respectfully yours,

  
**FRANCES LOUISE B. DAJAO**  
Applicant