

ROMMEL M. GARRIDO JR.

Head

Department of Plant Breeding & Genetics

Visayas State University

ViSCA, Baybay City, Leyte

Good Day Sir!

I am Rachelle Anne D. Lumayag, a graduate of Bachelor of Science in Industrial Technology major In Food Preparation and Service Technology last June 2020. Submitting herewith are the requirements for the application.

I am applying for an Administrative Aide III position. I have experienced being a contact tracer from October to December 2020 under the supervision of Department of Interior and Local Government (DILG) Southern Leyte.

If given the chance, I can be reach thru my contact number, 0997-922-5654.

Thank you and God Bless.

Respectfully Yours,

Rachelle Anne D. Lumayag

Noted:

HONEY SOFIA V. COLIS

Director, ODHRM

Finance

REMBERTO A. PATINDOL

Vice President for Administration and