

January 22, 2023

ULDERICO B. AVIOLA

Head, Printing Press

Visayas State University Visca, Baybay City, Leyte

Subject: Job Application Administrative Aide IV (Printing Machine Operator)

Respected Sir:

Good day!

I am Mark John M Managbanag, a J.O Admin Aide Clerck in Visayas State University-Main Campus, VSU Integrated High School. I graduated with a degree of Bachelor of Science in Agribusiness in the same university. I am interested in applying for an Admin Aide IV position (Printing Machine Operator) in your institution.

I have acquired almost 4 years in service experience in VSU Integrated High School as a Clerck. I am hoping for your consideration on this.

Thank you and God Bless.

Respectfully yours,

MARK JOHN M. MANAGBANAG