

January 22, 2024

**HONEY SOFIA V. COLIS**

HEAD, Human Resource Management Office  
Visayas State University

Through:

**MR. VICENTE A. GILOS**  
Chief Librarian

Dear Ma'am Colis:

I am Nolan A. Paris, 32 years old, would like to apply for the permanent position Administrative Aide I (Utility) for the University Learning Commons (Library) with **Job Code TOJVAZ**. I have been working as Job Order worker at the Engineering Department April 2012 to December 2021 and General Services Department (GSD-VSU) in August 2022 to December 2022. I am currently working as Job Order at the University Learning Commons (Library) since January 2023 to present.

I hope I will be given a chance for this position. I may be contacted thru my email:

[nolanparis@gmail.com](mailto:nolanparis@gmail.com).

Sincerely,



**Nolan A. Paris**  
Applicant