

17 November 2023

DR. DANIEL LESLIE S. TAN

OIC President

VP for Administration and Finance

Chairman of NAPB

VSU, Baybay City, Leyte

Dear Sir:

Greetings!

I am GINA ARCIGA LORETO, 56 years of age, married and presently residing in Baybay City, Leyte. I am a mother of three (3), amazing daughters and son. I graduated Bachelor of Science in Business Administration major in Accounting. I have gained so many working experiences related to my educational attainment in Manila and here in Baybay City, Leyte. I have also experienced government services in Barangay Zone-5 here in Baybay City for seven (7) years as Barangay Secretary and Treasurer where I got my Civil Service eligibility.

In that, I would say that I am qualified to the position that Visayas State University is offering. I was informed thru my HRIS account where I saw the information regarding Job Vacant Position for Administrative Assistant III.

I would like to take this opportunity to apply on the above item. I am presently working here in VSU at the Office of the University Registrar as Admin Aide VI.

My duties and responsibility or simply my working attitude may be justified by my previous supervisor or heads of the Departments where I was assigned, Engr. Mario Lilio P. Valenzona, Ms. Erlinda S. Esguerra and Mr. Nick Freddy R. Bello.

Hoping that you will give me a chance to be promoted in that item.

Thank you and GOD bless.

Very truly yours,

GINA A. LORETO

Applicant