

15 April 2023

Engr. Mario Lilio P. Valenzona

Director, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Dear Engr. Valenzona:

Please consider me an applicant for the Administrative Aide VI position (with Plantilla No. ADA6-114-2004) in your good office. I hold a master's degree in Management and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order basis here in VSU stationed at the Records and Archives Office.

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS

Applicant