

April 11,2023

Edgardo E. Tulin
VSU President
Visayas State University

Thru:

HONEY SOFIA V. COLIS
Director
Office of the Director for Human Resource
Management
Visayas State University
Visca, Baybay City, Leyte

Dear sir/ma'am,

I have seen in your advertisement that there is hiring for the position Administrative Aide IV(admin.aide III-clerk I).It is in this regard that I would like to express my interest to apply. I am John Wilfred G. Gonzaga, 34 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as a Lab Aide/utility worker. I have been in college for a year now. I was connected to the VSU Hostel for 7 years as a Room Attendant/messenger.

Attached herewith is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

Respectfully yours,

John Wilfred G. Gonzaga