

August 12, 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Baybay City Leyte

Through: **DR. DANIEL LESLIE S. TAN**
Chairman, NAPB
VP for Administration and Finance

Dear Dr. Tulin:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the office of the Head of Records and Archives is in need of a staff for the position Administrative Aide IV. I would humbly like to apply for the position. This will help me augment my financial need considering the situation that I am the bread winner of my family. If given the chance you can be assured of my willingness to learn new things under new directions in the workplace.

You can be assured of my dedication and loyalty to the new job to be assigned to me. Again, I humbly ask for a chance, if granted I will assure and prove to the university to be more effective and efficient to the best that I can to contribute in my own little way to the achievement of the institution.

Hoping for your kind hearted approval of my request.

Respectfully,

MARIA LILIA P. VEGA
Applicant