

June 3, 2024

**Dr. Elwyn Jay V. Yu**  
Chairman, NAPB  
VP for Admin and Finance  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**  
Director, Human Resource Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Yu**:

I would like to express my intent to apply for the position of Administrative Assistant I in Procurement Office as advertised on the VSU website ([jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)) and on the Civil Service Commission (CSC) website. I am currently an Administrative Aide VI assigned to the VSU Records Office.

I am a graduate of the Bachelor of Science in Agribusiness at Visayas State University (formerly ViSCA) in Baybay City, Leyte. I am a hardworking employee who is self-motivated, dedicated, and committed to every task assigned to me.

Attached is my resume, which gives further details of my work experiences and trainings, attended. I would be happy to answer any questions you may have at an interview.

Thank you and God Bless!

Very truly yours,

  
**MARCHO P. BANDALAN**  
Applicant