

October 18, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **LEO A. MAMOLO**

Principal, VSU Integrated High School  
Visayas State University

Dear Ma'am Colis,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide I (Utility Worker I position) in your office.

I am currently working as a utility/messenger at the Department of Agricultural Education and Extension for 7 years and completed the training on electrical installation and maintenance NC II at TESDA last 2019. I also worked at the Laboratory High School, PhilRootcrops and Department of Pest Management as maintenance and farm worker. These experiences have given me confidence in terms of janitorial, messengerial, field and electrical works.

Please consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, TOR, PDS, Diploma and certificates.

Looking forward for your positive response.

Thank you very much!

Very truly yours,



**JUANITO M. RIVERA, JR.**

Applicant

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