

February 20, 2023

**DR. EDGARDO ESCUADRA TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, ODHRM

Dear Sir:

I am writing to express my interest in applying for the position Administrative Aide (YWORKSH). As an established working student, I obtained 88 units and ongoing from Franciscan College of Immaculate Conception (FCIC) taking Bachelor of Science in Office Administration. Previously taken Bachelor of Science in Agriculture (3 semesters) last 2012-2014 but due to medical cause of my father, working has been my priority.

I've been serving the Department of Tourism and Hospitality Management for 6 consecutive years and since then, I've been appointed as the Department's Deputy Document and Records Controller since the start of ISO certification. I ponder that my experience can define the competencies required of the said position.

Attached herewith are my pertaining documents for perusal and is pleased to appear at your most convenient time for an interview and such.

Thank you very much for your vote of confidence. Good day and God bless.

Respectfully,



JAMES B. ESCUADRA  
Applicant