

2 March 2023

EDGARDO E. TULIN
President
Visayas State University

Thru: HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Dear President Tulin;

Please accept my application for Administrative Aide III (Utility Worker II) to be assigned at the College of Veterinary Medicine under the supervision of Dr. Peña.

I am Joeven G. Castañas, 41 years old, married, and a resident of Brgy. Bunga Baybay City, Leyte. I am currently employed in this institution as a security watchman under University Disaster Risk-Reduction & Management, Safety, and Security Office. I was a former Carpenter and Furniture foreman of the Physical Plant Office, however, my contract has ended due to the termination of Job-Order basis employees. Carpentry is my expertise but I know Plumbing, Masonry, Paintry, and Electrical matters. As a security watchman, I am aware of the offices and personnel of this University already. In relation to the utility works and messenger responsibilities, I know I am capable of doing it as I am also doing messenger of the UDRRM at the moment.

For the above reasons, I am confident that you will find me to be a compelling candidate for the said position. I will always have time to talk more about this opportunity.

Thank you very much and looking forward to your favorable action on this application.

Very truly yours,



JOEVEN G. CASTAÑAS
Applicant