

February 6, 2024

**MARIA ROBERTA S. MIRAFLOR**

Head of Records and Archives Office  
Visayas State University  
Visca Baybay City, Leyte

Dear Ms. Miraflor

Greetings!


I am writing this letter to express my intention to apply as Administrative Officer I of Visayas State University.

I graduated Bachelor of Science in Business Administration major in Human Resource Development and Management (BSAB-HRDM) in the Franciscan College of Immaculate Conception. I am currently contracted as Clerk in the Procurement Office of Visayas State University since June 15, 2019

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,

  
Arjanery B. Antofina  
Applicant