

May 06, 2024

ALICIA M. FLORES

Department Head

Budget Office

Visayas State University

Visca, Baybay City, Leyte

Dear **Ma'am Flores**,

Good day and my warmest greetings!

In response to your need of an office personnel in any of your vacancies that which I could be qualified, I want myself to be considered.

I recently obtained my Degree in Bachelor of Science in Agricultural Engineering at the Visayas State University, Baybay City, Leyte last, I have acquainted myself with a range of skills that would allow me to excellently carry out the various duties and responsibilities. I am currently working as Receiving Clerk at the Budget Office, Visayas State University, Baybay City, Leyte.

Please see attached Personal Data Sheet, Transcript of Records and Civil Service Eligibility that could give you some idea of my educational qualifications and experiences.

Thank you very much and I am hoping for your favorable response. God bless us all!

Very respectfully yours,

REYNALDO F. SACRO JR.