

September 30, 2020

LOURDES B. CANO
DIRECTOR, ODHRM
VSU, Baybay, City, Leyte

Cc: **REMBERTO A. PATINDOL**
Vice President for Administration and Finance
VSU, Baybay City, Leyte

Dear Sir/Maam:

Good Day!

I would like to express my interest in applying for Administrative Aide VI position.

I am **JULI MARIE MERCADO RONDOVIO**, 40 yrs. of age and currently residing at Brgy. Gabas, Baybay, City, Leyte. I graduated at Visayas State College of Agriculture now Visayas State University with the Degree of Bachelor of Science in Food Technology. And I am currently studying my Masters Degree in Food Science and Technology at the same school. I am currently employed at the City Government under the Office of the Gender and Development (GAD) as quality controller of the Jackfruit Processing Plant. I am also a civil service passer.

I will offer great enthusiasm and commitment to work hard and I will give in my best at work. I will keep on learning for something new that could help to increase my abilities. I am looking forward to your approval. Thank you and God bless!

Yours Sincerely,


JULI MARIE MERCADO RONDOVIO
Applicant