

November 29, 2023

**DR. DANIEL LESLIE S. TAN**

OIC-President

Visayas State University

Baybay City Leyte

Dear Dr. Tan:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Office of the Vice President for Administration and Finance is in need of a staff as Administrative Aide VI. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and also graduated my degree course Master of Management major in Business Management in 2019. My experience in coordinating in an international funded project implemented by the institution and my experience as dDRC of Programs and Institutional Accreditation Office (PIAO) in the Quality Assurance Center, I am certain that I can perform and deliver the expected output beyond expectation. If given the chance you can be assured of my willingness to learn new things under new directions in the workplace.

You can be assured of my dedication and loyalty to the new job to be assigned to me. Again, I humbly ask for a chance, if granted you will be assured of my dedication and willingness to learn qualities that employer expect from their employees. I will try to do the best that I can to contribute in my own little way to the achievement of the institution.

Hoping for your approval of my request.

Respectfully,

  
MARIA LILIA P. VEGA  
Applicant