

Lheslyn P. Bagarinao
Brgy. Pangasugan, Baybay City, Leyte
09196710801
lheslynbagarinao2@gmail.com
August 03, 2025

HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am respectfully submitting my application for the position of Administrative Aide VI (Clerk III), Plantilla Item No. ADA6-98-2004.

Please note that I have not yet held any previous employment, and as such, I do not have a Performance Rating. Based on the posted guidelines, this requirement is not applicable in my case.

Thank you for your understanding.

Sincerely,



LHESLYN P. BAGARINAO