

Brgy. Pangasugan
Baybay City, Leyte
16 February 2022

Dr. Edgardo E. Tulin

President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
OIC Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

I was informed by a relevant source that you are looking for candidates for the position of Administrative Officer I to be assigned at the Cash Office. Please consider this letter as an application for the said vacant position.

I am a graduate of Visayas State University (VSU) with the degree of Bachelor of Science in Agribusiness. I have already complied with the required subjects in Master in Management in this university except for my Special Problem. At present, I am connected with VSU-Cash Office as regular Administrative Aide IV. Previously, I worked as Job Order in engineering department before I transferred to Budget Office for more than two years. My work experience coupled with my academic knowledge has helped me become self-reliant and flexible in complying whatever assignments/jobs entrusted with me. I am hardworking, flexible, willing to work overtime and able to complete my job with limited supervision. With my learnings and varied work assignments, I believe that I am fit for the position.

You can count on my dedication, dependability, willingness to learn and loyalty to VSU. Attached herewith are my Personal Data Sheet (PDS), performance rating, photocopy of transcript of records (TOR) and certification of eligibility for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.
Thank you and God bless!

Respectfully yours,

VALERIE C. VALENZONA

Applicant