

February 10, 2022

Dr. Edgardo E. Tulin
University President
Visayas State University
Visca, Baybay City, Leyte

Thru: Mr. Marlon G. Burlas
Director, Motor Pool Services

Dear Dr. Tulin,

Good day!


May I have the honor to apply for the position of Driver.

I am Jimmy P. Jagonos, 35 years old, married and presently residing at Brgy. Cogon, Baybay City, Leyte. I am currently working as a Driver at Agricultural Training Institute located at the Visayas State University, Baybay City, Leyte. I would like to apply to your good office because I believe that my experience and skills would be very useful to this position. I also passed the assessment on TESDA NCII Driving.

I am willing to come for an interview anytime at your convenience. I am hoping that my application would be noticed.

Thank you and more power!

Respectfully yours,


JIMMY P. JAGONOS
Applicant