

October 11, 2021

**Dr. EDGARDO E. TULIN**

President, Visayas State University  
Baybay city, Leyte

**Thru: DANIEL LESLIE S. TAN**

Chairman NAPB

Dear Dr. Tulin:

I have read from the Visayas State University facebook page that the position for Administrative Aide I is open for hiring. It is my privileged to formally signify my interest to apply for the said position.

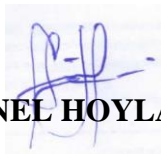
I am Lionel HoylaLiong, 39 years of age and an undergraduate from the Franciscan College of the Immaculate, Baybay City, Leyte. I have been working in this institution for more than 5 years as Job Order Employee.

I am currently assign at the ODHRM as a clerk at the same time a messenger and I sometimes do the utility work if need arises. I am also a computer literate.

I am hoping that you would see my potential and eagerness to work in this institution.

Thank you very much and more power.

Sincerely yours,



**LIONEL HOYLA LIONG**