

15 December 2023

**Dr. Dilberto O. Ferraren**

VP for Planning, Resource Generation & Auxiliary Services

OVPPRGAS

Visayas State University

Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**  
Director, HRMO

Sir:

Please consider me an applicant for the Administrative Aide VI position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order basis under the Management Information System (MIS) Project, stationed at the Records and Archives Office (RAO).

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.

  
**JIMBO S. POSAS**  
Applicant