



VISAYAS
STATE UNIVERSITY

VSU MANILA OFFICE

6 March 2024

DR. DANIEL LESLIE S. TAN
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: MS. HONEY SOFIA M. COLIS
Director, HRMO

Dear Sir/Madam,

I have the honor to apply for the position of Administrative Aide IV for VSU Manila Office. I have learned that the position was opened, hence this application.

I have been a guesthouse caretaker for over 15 years now and I think advancing my career is a good opportunity for me. Since the Covid-19 pandemic, I've been doing things beyond what the guesthouse caretaker could do which in anyway helped me to learn a lot of knowledge in clerical and messengerial tasks.

Is it with great confidence, that I can perform the tasks of an Administrative Aide efficiently and effectively, to produce a quality performance that can motivate myself and be a team player.

Thank you and God bless!

Very truly yours,


MARY-ANN D. JOYA



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