



February 12, 2023

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

Through: Dr. Daniel Leslie S. Tan  
Chairman, NAPB  
Vice President for Administration and Finance

Dear Sir,

I am respectfully applying for Administrative Aide V Permanent Position (Carpentry II)

I am **Lorbert Gonzales Mazo**, a graduate of Bachelor of Science in Technical Education Major in Mechanical Technology from Dons Bosco Technology Center, Punta Princesa, Cebu City. Presently, I am working as Administrative Aide I of the Department of Agricultural & Biosystems Engineering with regular position. I have learned to become skillful in administrative and laboratory tasks. I have skills in Troubleshooting laboratory machines, equipment and instruments. And assist laboratory classes of the Department such as Wood and Metal working, Farm Machinery, Crop Processing, Land and Water laboratory.

If given the chance I can assure of my dedication, flexibility, commitment and willingness to learn quality skills that employers usually expect from their employees.

I am willing to come for an interview at your most convenient time. please contact me through my mobile no. 09368231649 or DABE VOIP No. 1015 and POTC VOIP No. 1134.

Thank you for your time and consideration. God Bless you.

Very respectfully yours,

  
**LORBERT GONZALES MAZO**  
Applicant