

February 6, 2024

SEAN O. VILLAGONZALO

Head

Information and Communication Technology Management Center

Visayas State University

Visca, Baybay City, Leyte

Dear Engr. Villagonzalo

Greetings!

I am writing this letter to express my intention to apply as Administrative Aide VI of Visayas State University.

I graduated Bachelor of Science in Business Administration major in Human Resource Development and Management (BSAB-HRDM) in the Franciscan College of Immaculate Conception. I am currently contracted as Clerk in the Procurement Office of Visayas State University since June 15, 2019

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,



Arjanery B. Antofina

Applicant