

February 6, 2024

BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Office of the Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Belonias

Greetings!


I am writing this letter to express my intention to apply as Administrative Assistant III 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