

December 3, 2025

ALFREDO B. BRAGA JR.

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HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
VISCA, Baybay City, Leyte

Ma'am,

Greetings!

I've seen in the vsu website that the Quality Assurance Center is accepting applicants for ADMINISTRATIVE AIDE III (Code:HORSJB). I would like to apply for the said position.

I am Alfredo Braga Jr., 41, married and residing in Baybay City. I'm an undergraduate of BS Agribusiness at Visayas State University. I am recently working as a Job Order Utility/Messenger in Quality Assurance Center. I believe that my knowledge, skills and values that I've gained from my beloved school and with my work experience can contribute to your good office and at the same time will enhance my skills better.

I hope you'll consider my application. I am willing to undergo an interview at your convenience. Thank you and God bless.

Sincerely,

Alfredo Braga Jr.