

December 10, 2025

RENEZITA S. COME

Dean Faculty of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Thru: MOISES NEIL V. SERIÑO

Vice President for Administration and Finance

Dear Ma'am/Sir,

I am writing to express my interest in the Administrative Aide III Position (Utility Worker II), as advertised in the VSU Job Portal. I am currently holding a Job Order status now at VSU. I worked here since 2013. I am eager to gain a permanent/regular status here in VSU.

I feel that I am the right candidate for this position. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Rafael Flores Enage

Applicant