

August 01, 2025

From: Jessa Rona F. Datuin, LPT

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To: Ms. Honey Sofia V. Colis

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Subject: Letter of Intent for the Position of Administrative Aide VI (Clerk III)

Dear Ma'am,

I am writing to formally express my intent to apply for the position of Administrative Aide VI (Clerk III) with Plantilla Item No. ADA6-98-2004 with place of assignment at VSU Main. As a graduate of Bachelor of Science in Commerce, Major in Management, and a passer of the Licensure Examination for Teachers (LET) in March 2024, I am eager to bring my skills and passion to your office.

Previously, I worked as an Accounting Staff at JGC Financing Company for 7 years and 11 months, where I gained valuable experience in administrative tasks, financial documentation, records management, and client coordination. These experiences have equipped me with a solid foundation in office operations, attention to detail, and organizational efficiency all of which I believe are essential for the Administrative Aide VI (Clerk III) role.

It is my deep desire to contribute to Visayas State University, where I can help uphold its mission of providing quality, accessible, and inclusive education to all. I am highly motivated, dedicated, and ready to work collaboratively to support the administrative functions of your office. I am eager to bring my experience and enthusiasm to contribute to the success of Visayas State University.

Attached herewith are my updated Personal Data Sheet (PDS), and pertinent documents for your kind review. I would appreciate the opportunity to discuss how I can be of service to your university.

Thank you very much for considering my application. I look forward to your positive response.

Respectfully yours,



Jessa Rona F. Datuin, LPT

Applicant