

July 06, 2024

**CHARLIE S. ANDAN**

Head, Department of Meteorology  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Andan,

I have read an announcement that the Department of Meteorology, Visayas State University, needs Administrative Aide VI (Clerk III). On this regard, I hope you consider my application.

I am a graduate of Bachelor of Science in Agribusiness at the Visayas State University, last June 14, 2017. I am currently working as Department clerk/ deputy Documents and Records Controller at the Department of Biotechnology since July 2023 with Job Order status. I have recently passed the Civil Service Exam last March 3, 2024.

For additional information regarding my qualifications, please see attached documents. I appreciate your time reviewing my application and it would be a pleasure to attend an interview with you at your convenient time, you can contact me anytime through my mobile number 09353022325 or email address sherlynramoneda@gmail.com. Thank you.

Very truly yours,

SHERLYN O. RAMONEDA