

JULY 2025

PROSE IVY G. YEPES, EdD
Visayas State University
CIVIL SERVICE COMMISSION
Visca, Baybay City, Leyte
jobs.vsu.edu.ph/

RE: JOB APPLICATION

Administrative Aide VI

I, Cris Mariz Concepcion L. Paraon, am writing to express my sincere interest in the Administrative Aide VI position at **Visayas State University – Main Campus**, as recently announced. I am a highly motivated and dedicated individual eager to contribute my skills and grow within your respected institution.

Currently, I am engaged in temporary work under the **DSWD KALAHI-CIDSS Program**, serving as an office clerk and field worker at **LGU–Baybay City Hall**. This program provides a 50-day employment opportunity, which is set to conclude on **August 13, 2025**. Through this role, I have developed essential administrative competencies, including document handling, field coordination, and client service.

My background has equipped me with strong organizational abilities, keen attention to detail, and effective interpersonal communication skills. I am proficient in both **Google Workspace** and the **Microsoft Office Suite** (Word, Excel, and PowerPoint), allowing me to efficiently meet the technical requirements of the role. Moreover, I am adaptable, a fast learner, and fully committed to mastering new systems and procedures as needed.

I am especially enthusiastic about the opportunity to serve within **Visayas State University**, where I can align my passion for public service with meaningful work that supports your office's objectives. I am ready to undergo any training necessary and committed to delivering reliable administrative support in a structured and efficient environment.

Thank you and God bless.

Sincerely,

Cris Mariz Concepcion L. Paraon
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