

December 6, 2024

DR. PROSE IVY GUASA YEPES

President
Visayas State University
Baybay City Leyte

Thru: **DR. ELWIN JAY V. YU**
VP for Administration and Finance

Dear Dr. Yepes:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Human Resource Management Office is in need of a position as Administrative Aide IV. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and also graduated my degree course Master of Management major in Business Management in 2019.

My experience in coordinating in an international funded project implemented by the institution for twelve years and my experienced as dDRC of Programs and Institutional Accreditation Office (PIAO), Ten (10) years in City of Paranaque as CAO I Community Affairs Office I and exposures to all quality assurance activities in the Quality Assurance Center for more than three years, I am certain that I can perform and deliver the expected output beyond expectation.

If given a chance, you can be assured of my dedication and willingness to learn employers usually expect from their employees. I will try to do the best that I can to contribute to the achievements of the institution.

Please consider me as an applicant of the position.

Respectfully,


MARIA LILIA P. VEGA
Applicant