

April 22, 2025

Sir VICENTE A. GILOS

University Librarian, University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte


Dear **Sir Gilos**,

I am writing to express my strong interest in applying the Administrative Aide IV/Clerk II (permanent) position in your office. Having studied the job description posted, I believe that I have met the minimum requirements needed including the skills, attributes, and experiences to become competent, high-performing, and impactful clerk in your office. With a passion of serving and commitment, I am eager to impart my experiences and insights to your respectable office. I finished my BS in Agricultural Engineering here in VSU last 2020 and currently enrolled as graduate student under the Master of Agricultural Development major in Agricultural Extension program in VSU-Online University. Through passing the clerical examination done by VSU, I am able to work as dDRC/Clerk at the Department of Agricultural Education and Extension (DAEEx) for two years. I have passed the Career Service Professional Examination last August 7, 2022. Now, I am a dDRC/Clerk in DAEEx.

Attached are my Personal Data Sheets (PDS), TOR, Diploma, CSC Certificate, Certificates and other relevant documents that provide additional information on my academic background and professional achievements.

Thank you for considering my application. I look forward to the opportunity to join your excellent office.

Warm regards,


AIRA M. ORAÑO
Applicant