

November 24, 2023

**DANIEL LESLIE S. TAN**

Vice President for Administrative & Finance  
Office of the Vice President for Administration & Finance  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Tan,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for almost 7 years, I am writing to apply to the Administrative Aide VI (Clerk III) position at the Office of the Vice President for Administration & Finance, Visayas State University with regards to your post at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph). I have a degree of Bachelor of Science in Agribusiness and I have earned units in the same institution for my master's degree in Management major in Agribusiness Management. I also passed the Civil Service Career Examination (Sub-Professional). I am very much interested to learn and work as a clerk or an administrative aide VI, wherein I can share my expertise and skills with others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that the administrative aide VI position offers. With my knowledge and skills in doing administrative and clerical tasks or jobs, I believe that I can perform well the tasks that will be given to me if I'm hired. I am enclosing my resume, transcript of records, and other supporting materials for more details that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of the Office of the Vice President for Administration & Finance as an Administrative Aide VI. Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09073292181 or email me at [merlin.lebante@vsu.edu.com](mailto:merlin.lebante@vsu.edu.com) or [merlinlebante08@gmail.com](mailto:merlinlebante08@gmail.com).

Sincerely,



**MERLIN R. LEBANTE**