



VISAYAS
STATE UNIVERSITY

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October 31, 2025

DR. JOEL REY U. ACOB

Director
Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Acob:

Working at this University for the past 33 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned before.

Armed with this lengthy experience, I was also awarded the **“Best Administrative Support Staff Award”** on August 10, 2016, during the 92nd VSU Anniversary Celebration, in recognition of my exemplary performance as an administrative support/clerk staff member.

In line with this, I would like to formally express my interest in applying for the Administrative Officer V position that has recently become available at the university. I believe that my skills and experience make me well-suited for this role, and I am confident in my ability to perform effectively as an Administrative Officer.

If allowed to take on greater responsibility, I am committed to demonstrating my dedication and competence in serving both the office to which I am assigned and the university as a whole. I sincerely hope to be considered for this promotion, as I am confident that it will further inspire and motivate me to contribute even more to the university's goals and success.

Thank you so much for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Dalisay F. Andres".

DALISAY F. ANDRES
Administrative Officer I