

July 5, 2025

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am **Colis**,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for 7 years, I am writing to apply to the Administrative Aide IV (Clerk II) position at the Registrar Office, Visayas State University with regards to your post at 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 IV, 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 IV 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 Registrar Office as an Administrative Aide IV. 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 merlinlebante08@gmail.com.

Sincerely,



MERLIN R. LEBANTE