

Orville Sabando

Brgy. Sto. Rosario, Group 2

Baybay City, Leyte

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HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Baybay City, Leyte

Email: jobs@vsu.edu.ph

Dear Director Colis:

Greetings!

I am writing to express my interest in the position of **Administrative Aide VI (Broadcast Operator I)**, as published by Visayas State University. I am confident that my educational background, eagerness to serve in a university setting, and willingness to learn make me a suitable candidate for the role.

I had an undergraduate of Bachelor of Science in Medical Technology II and years of relevant experience with a strong sense of discipline, attention to detail, and dedication to public service. I am committed to undergoing any necessary learning to meet the expectations of the office, especially in supporting the broadcast operations of VSU's DYDC unit.

I am very much aligned with the values of integrity, service excellence, and professionalism that VSU upholds. I am also comfortable working in a team and following structured processes, which I believe are essential in administrative work.

Attached are the required documents for your review and consideration. I would be grateful for the opportunity to further discuss how I can contribute to your office.

Thank you very much for your time and consideration.

Respectfully yours,

Orville Sabando