

23 March 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

Good day!

I have read from the post in VSU HRIS that you are looking for candidates for the position of Administrative Assistant II to be assigned at the Cash Office. Please consider this letter as an application for the said vacant position.

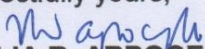
I have been employed at VSU for almost 16 years, and now I am assigned as a disbursing clerk for general fund in the cash office, with the designation of Administrative Aide VI. Previously, I served from a Job Order status to Administrative Aide IV at the Civil Engineering Department for more than twelve years. I am a 5th-year undergraduate pursuing a Bachelor of Science in Computer Engineering at the Cebu Institute of Technology - University. My work experience, coupled with my academic knowledge, has helped me become self-reliant and flexible in complying with whatever assignments or jobs are entrusted to me. I am hardworking, flexible, willing to work overtime, and able to complete my job with limited supervision. With my learning and varied work assignments, I believe that I am fit for the position.

You can count on my dedication, dependability, willingness to learn, and loyalty to VSU. Attached herewith are my Personal Data Sheet (PDS), performance rating, photocopy of the transcript of records (TOR), and certification of eligibility for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you, and God bless!

Respectfully yours,


DAHLIA R. ARPOCEPLE
Applicant