

December 9, 2025

PROSE IVY G. YEPES

President, Visayas State University
Visca, Baybay City, Leyte

THRU:

HONEY SOFIA V. COLIS

Director, Human Resource Management

Dear Ma'am Yepes,

Good day. I am writing to formally express my interest in the position of **Administrative Aide III**, as recently posted through HRIS.

I am currently employed as a Clerk in the Procurement Office, where I have gained valuable experience in processing vouchers, receiving, and releasing Purchase Requests (PR), and monitoring both Purchase Orders (PO) and PRs. These responsibilities have helped me develop strong organizational skills, attention to detail, and a solid understanding of procurement operations.

I am eager to contribute to your team and further enhance my professional capabilities. I am confident that my knowledge, combined with my dedication, work ethic, and energy, will add measurable value to the organization.

I can be reached anytime at my mobile number: **0928-378-5222**.

Thank you very much for your time and consideration. I look forward to the opportunity to discuss how I can be of service to your department.

Very sincerely yours,


JOMALYN D. ASILOM

Applicant