

JUDEN A. PAYO

Tubod, Isabel, Leyte
09267286008
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LOUELLA C. AMPAC

Director
Finance Management Office
Visayas State University
Visca, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMD
Visca, Baybay City, Leyte

Dear Ma'am,

Warmest Greetings!

I am writing to express my sincere interest in applying for the **Administrative Aide III (Clerk I)** position at **Finance Management Office – Visca, Baybay City, Leyte**. With a strong background in administrative support and a keen eye for detail, I am excited about the opportunity to contribute to your team.

I was a graduate in Information Technology at Visayas State University - Isabel where I developed strong skills in some programming languages, database management, some networking fundamentals, etc. Additionally, from my previous experience as an Administrative Aide III at Local Government Unit - Isabel has given me the chance to be able to manage and organize office files and documents, both physical and digital, ensuring easy access and retrieval, assisting in the preparation of reports, presentations, and other documents as required, and providing excellent customer service to visitors, addressing their needs promptly and professionally.

These experiences have honed my organizational and multitasking abilities, making me adept at managing various administrative tasks simultaneously while maintaining a high level of accuracy and confidentiality. I am confident that my proactive approach and dedication to supporting office operations will contribute positively to your team.

Thank you for considering my application, and I am looking forward to your positive feedback.

Best Regards,

JUDEN A. PAYO