

May 26, 2025

Ms. Hazelle V. Asaldo
Head, VSU Manila Office
VSU ViSCA, Baybay City, Leyte

Dear Ms. Asaldo,

I am writing to express my sincere interest in the **Administrative Aide IV** permanent position recently posted on VSU Jobs.

I am **Virgilio C. Acilo**, 63 years old, married, and a graduate of the Junior Secretarial course from the Franciscan College of the Immaculate Conception (FCIC) in 1987. My professional journey at VSU began in 1983 up to 2004 as a Clerk Aide in the Supply Property Management Division, followed by my current role as an Administrative Aide III (casual) at the Records and Archives Management Office since 2004. Throughout these years, I have developed a comprehensive understanding of university procedures and have built strong relationships with both employees and clients.

While I do not possess Civil Service eligibility, my extensive experience has equipped me with the skills and knowledge necessary to excel in my administrative roles, and I take pride in my dedication, organizational abilities, and responsiveness to the needs of the university community.

As I plan to retire on **March 4, 2027**, it would be a great honor and personal milestone to be considered for a **plantilla** position before my retirement. I am hopeful that my years of loyal and committed service to VSU will be taken into account in your selection process.

Thank you very much for your time and consideration. I would be truly grateful for the opportunity.

Sincerely,



VIRGILIO C. ACILO

Applicant