

DEBIE JEAN M. HERBOLINGO

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HONEY SOFIA V. COLIS

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Colis,

Good day!

I am writing to express my interest in the position of **Administrative Aide III (casual)** position as recently advertised. I am confident that my background, skills, and strong dedication to public service make me a suitable candidate for this position.

I hold a Bachelor of Elementary Education degree from Visayas State University – Main Campus and have gained valuable experience in administrative and clerical work through my previous employment. My responsibilities have included managing office records, preparing communications, assisting in documentation, and providing frontline customer service—all of which have equipped me with the ability to function effectively in a dynamic academic institution like Visayas State University.

I am well-versed in basic office software like Microsoft Word, Excel, and PowerPoint, can manage files and documents efficiently, and am capable of working both independently and as part of a team. I am also highly organized, dependable, and committed to delivering quality service aligned with the values of the university.

Attached herewith are my PDS, transcript of records, certificate of eligibility, and other supporting documents for your review.

I would welcome the opportunity to further discuss how my qualifications can contribute to the continued success of Visayas State University. I am available for an interview at your most convenient time.

Thank you very much for considering my application. I look forward to the opportunity to be of service to your esteemed institution.

Respectfully yours,



DEBIE JEAN M. HERBOLINGO

Applicant