

04 December 2025

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

Through: **Dr. Christina A. Gabrillo**
Head, Station Manager, DYDC-FM

Dear **Dr. Yepes**:

I am humbly applying for the position of Administrative Assistant III in DYDC-FM. I have been serving Visayas State University for 22 years now and I am currently working in DYDC-FM as computer technician on a permanent status. As part of my job, I am task to assist in trouble-shooting and repair and maintenance of all DYDC-FM facilities. I also provide technical assistance during the actual broadcast activities and special remote coverage of the Visayas State University. With this, I hope that my experience and skills would fit the position you are requiring.

I am willing to come for an interview anytime at your most convenient schedule. I am hoping that my application would be noticed.

Thank you and more power!

Respectfully yours,

ARNEL P. GUCELA
Applicant