

November 21, 2025

From: Junel O. Dequina
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To: Honey Sofia V. Colis
Director, Human Resources Management Department
VISAYAS STATE UNIVERSITY
ViSCA Baybay City, Leyte, Philippines

Subject: Job Application for Administrative Aide IV

Good day Ma'am Colis,

I am writing to formally apply for a Administrative Aide position in our beloved University. I saw from the institution's online page earlier that it needs personnel to work in such position. I was intrigued by the opportunity to work and serve this institution.

I worked as an Account Officer in my previous job for over six (6) years and was very grateful to the institution that trained and developed my skills. During those times I spent working for them, they mold me through the various roles within office and field particularly in achieving the company's targets, analyzing its financial output, and serving its clients. I believe that those skills I developed and learned throughout my career, I can use them to contribute for the achievement of the institution's goals, guided by the values that I also learned in my journey which I uphold throughout the years which I also willing to share to this institution.

I would welcome the opportunity to discuss how my qualifications and experiences make me a strong fit for the position. Please free to contact me in my accounts stated above.

Thank you for your time and consideration.

Respectfully yours,

JUNEL O. DEQUINA