

February 4, 2025

DR. PROSE IVY G. YEPES
President
Visayas State University
ViSCA, Baybay City

Dear Madam:

I am writing to express my interest to fill up the Administrative Aide III (casual) position to be assigned in the Cash Office as posted in our VSU HRIS.

I have been working here in Visayas State University for more than 15 years. I was first assigned as one of the personnel in charge of the VSU Spring Water and was transferred to Supply and Property Management Office/Procurement Office last 2015. My job assignments include the serving of request of quotations of various goods and services to be purchased through the alternative mode of procurement, serving of contracts, notice to proceed, notice of award and other procurement related documents. These assignments allow me to work and develop linkage with various agencies, service providers and suppliers, which I believe will give me an edge over other applicants especially in performing liaisoning services. My ability as a good team player and strong interpersonal skills, makes me fit and suitable for the skills set required for the job. Noteworthy, I am also designated/assigned as one of our GSIS Liaison Officer where I transact payments of remittances and insurances for our vehicles and buildings. Hence, my experiences and trainings equipped me with enough knowledge and skills needed for the position.

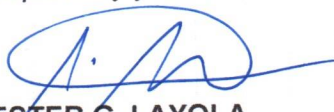
I finished my degree in Bachelor of Science in Business Administration major in Human Resource Development Management in Saint Joseph College at Maasin City, Southern Leyte. I also have two TESDA NCII Certificates as a Driver and a Welder. On top of my educational qualifications, I am confident that over the years I have shown a good performance, and I am really hoping that this institution will give me a chance to grab this opportunity to widen my scope of experiences for career growth and improvement.

Please consider this letter as my application. Attached are my resume, training certificates and other credentials. I will be glad to appear for an interview at your most convenient time. My contact number is 09483921773.

Thank you very much.

More power and God bless.

Respectfully yours,



LESTER G. LAYOLA
Applicant