

June 18, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Baybay City Leyte

Thru: **QUEEN-EVER Y. ATUPAN**  
Head, Cashiering Office

**Dear Dr. Yepes:**

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Cashiering Office is in need of the position as Administrative Aide VI. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and also graduated my degree course Master of Management major in Business Management in 2019.

My work experiences that I am so overwhelmed; As Administrative Officer / Coordinator for 12 years in an Australian funded projects implemented by the institution under (ACIAR programs). I was the in charge of the budgeting and estimates of the expenses.

My experience as Administrative Officer I/ Social Worker dealing different types of communities in the urban Areas for 10 years in Paranaque with diverse group of stakeholders. I have to conduct training needs analysis so that the information collected will be my reference in the making of budgetary requirements.

As dDRC, of the unit Programs and Institutional Accreditation Office (PIAO) at QAC, my exposure to all quality assurance activities in the quality assurance for more than three (3) years, I am I am also in charge of the budgetary requirements of the accreditation in the next five years. With all my experience, I am certain that I can perform and deliver the expected output beyond expectation.

If given the chance you can be assured of my willingness to learn new things under new directions in the workplace. I have the competence, character and commitment, I know I can deliver my task beyond expectations.

Hoping for your approval of my request.

Respectfully,

  
**MARIA LILIA P. VEGA**  
Applicant