

July 01, 2025

Dr. LEO A. MAMOLO

Dean, Faculty of Teacher Education
Visayas State University
Baybay City, Leyte

Dear Dr. Mamolo:

I am writing to express my earnest intention to apply for the position of **Administrative Aide IV** in the Faculty of Teacher Education – VSU Main. I am a graduate of Visayas State University with a degree in **Bachelor of Secondary Education major in Filipino** (2020), and a **Licensure Examination for Teachers** passer with a rating of **82.2%**. I have also pursued graduate studies at the **Franciscan College of the Immaculate Conception**, earning **18 academic units** in the **Master of Arts in Education major in Filipino** program.

Over the past four years, I have gained extensive administrative and teaching experience across various departments within the academic setting. Currently, I serve as a **Clerk at VSU Laboratory High School** (since September 2024), following my assignment as a **Part-Time Instructor** at the same institution. Previously, I worked as a **Clerk under the HRMO's Recruitment, Selection & Placement and Personnel Records Office** from February 2022 to September 2023, and also served as a **Data Encoder in the Dean of Students Office** in 2021. My professional journey began as an **ESL Junior Teacher** at 51Talk, which enhanced my communication and time management skills. These roles have provided me with hands-on experience in document processing, records management, and frontline client service, all of which are aligned with the duties and responsibilities of an Administrative Aide III.

To complement my work experience, I have actively participated in capacity-building programs and seminars including the **ISO 9001:2015 Awareness Seminar**, **GPPB Basic Course Training on RA 9184**, **Orientation on Financial Management**, **Work Ethics of a Productive Worker**, and **Participating in Workplace Communication**, among others. These trainings have equipped me with a firm grasp of administrative systems, ethical practices, and government procedures. I was also honored with a **Best Outstanding Teacher Award**, and currently serve as the **Deputy Document and Records Controller** (January–June 2025), and as a **Member of the Secretariat** for the Institutional Evaluation Committee on SUC Faculty Position Reclassification pursuant to CHED-DBM Joint Circular No. 3, s. 2022.

I am deeply committed to public service and driven by a desire to support quality education through efficient and reliable administrative work. With my background and work ethic, I am confident in my ability to contribute positively to your office. I hope to be given the opportunity to serve in this capacity and further grow as a public servant under your leadership.

Thank you very much for considering my application. I look forward to the opportunity to be of service to the Faculty of Teacher Education.

Respectfully yours,

ASHIERAH RHYCE B. ESCO

Applicant
0955 650 8484