

July 7, 2025

DR. LEO A. MAMOLO

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

Sir:

Good day!

I am writing to express my interest in applying for an Administrative position in the **Faculty of Teacher Education** at Visayas State University. Having previously worked in this department, I believe I have a unique advantage as I am already familiar with its day-to-day operations, workload, and office culture.

I graduated with a Bachelor of Science in Agribusiness from Visayas State University–Main Campus. In June 2017, after passing the VSU clerical examination, I began my service as an Administrative Aide in the Department of Teacher Education. I passed the Civil Service Examination (Professional level) in August 2019. During my tenure, I was also designated as the Deputy Document and Records Controller (dDRC), a role I held until December 2021.


After gaining experience outside the institution, I had the opportunity to return to VSU and was assigned to a different department. This allowed me not only to continue growing professionally but also to stay updated with the university's latest administrative systems, processes, and procedures.

With my educational background, hands-on administrative experience, and firsthand knowledge of the Department of Teacher Education's operations, I am confident in my ability to contribute meaningfully to the team. I am highly motivated, adaptable, and eager to learn and support the department's goals.

Attached is my Personal Data Sheet (PDS), along with three references. Should you require any additional information, you may contact me at 09684859901 or via email at julieann.orias@vsu.edu.ph.

Thank you very much for your time and consideration. I look forward to the opportunity to once again serve the Department of Teacher Education and contribute to the continued success of Visayas State University.

Sincerely yours,


JULIE ANN ORIAS
Applicant