

February 13,2025

HAZELLE V. ASALDO

BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Asaldo,

I am writing to express my interest in applying for the position of **Administrative Aide VI (Clerk III)** as advertised by your esteemed institution. With a strong academic background and hands-on experience in administrative and support roles, I am confident that I am well-equipped to contribute positively to your team and help achieve the university's goals. I graduated with a Bachelor of Science in Agribusiness from the Visayas State University (VSU) and am currently completing my Master's degree in Management at Southern Leyte State University (SLSU). My academic achievements have provided me with the theoretical foundation to approach management tasks with critical thinking and strategic solutions.

In terms of professional experience, I previously served as a PDO II under the Department of Social Welfare and Development (DSWD) Special Livelihood Program (SLP), where I developed competencies in program coordination and resource mobilization. Furthermore, I worked as a Gender and Development (GAD) Clerk at the Municipal Social Welfare and Development (MSWD) Office, where I was entrusted with handling critical tasks and responsibilities on a daily basis, often taking on a leadership role due to the trust my colleagues and supervisors had in my work ethic.

My experience aligns well with the core and functional competencies required for the Administrative Aide VI position, as outlined in your job posting.

I maintain high professional standards, prioritizing public interest and ethical principles. I consistently exceed customer expectations through exceptional service and effective administrative support. My strong communication skills ensure clear understanding and coordination with stakeholders. I work well in teams, adapt to new challenges, and am experienced in promoting gender equality and women's empowerment through strategic initiatives.

I am skilled in administrative services, critical thinking, records management, ICT, process management, and waste management—key components of this role. With my academic background, experience, and commitment to public service, I am confident in my ability to contribute effectively to your team. I look forward to discussing how I can support the goals of your institution. Thank you for considering my application.

Sincerely,

ALNEN C. ABENOJA

Applicant