

December 9, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

VSU, Baybay City, Leyte

Thru: **MOISES NEIL V. SERIÑO**

Chairman, NAPB

Visayas State University

Visca, Baybay City, Leyte

Dear Sir/Ma'am,

I am writing to express my interest in the position of **Administrative Aide VI (Clerk III)** at the Department of Mechanical Engineering here at Visayas State University, Visca, Baybay City, Leyte. With my background in administrative and clerical work, I am confident in my ability to provide efficient support in filing, record-keeping and other office tasks.

I am a detail-oriented, organized, and hardworking individual who values accuracy and teamwork. I believe in my skills and work ethic will contribute positively to the efficiency of the office.

Thank you for considering my application. I look forward to the opportunity for an interview.

Respectfully,



MARIFE GUCELA- GOFREDO

Applicant