



VISAYAS
STATE UNIVERSITY

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August 28, 2025

ATTY. KAREN ABEGAIL S. MONTERON

Director
Legal Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Atty. Monteron,

Working at this University for the past 33 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned before.

Armed with this lengthy experience, I was also awarded the **"Best Administrative Support Staff Award"** on August 10, 2016, during the 92nd VSU Anniversary Celebration, in recognition of my exemplary performance as an administrative support/clerk staff member.

In line with this, I would like to formally express my interest in applying for the Legal Assistant II position that has recently become available at the university. I believe that my skills and experience make me well-suited for this role, and I am confident in my ability to perform effectively as a Legal Assistant.

If allowed to take on greater responsibility, I am committed to demonstrating my dedication and competence in serving both the office to which I am assigned and the university as a whole. I sincerely hope to be considered for this promotion, as I am confident that it will further inspire and motivate me to contribute even more to the university's goals and success.

Thank you so much for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Dalisay F. Andres".

DALISAY F. ANDRES
Records Officer I