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Tacloban City
December 1, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

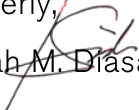
Dear Ma'am,

I am writing to express my interest in the **Administrative Aide VI (Clerk III)** position with **plantilla no. ADAS6-97-2004** at the VSU Main, Baybay City, Leye as advertised. With a solid background in accounting, auditing, and compliance, coupled with my dedication to public service, I am confident in my ability to contribute effectively to your team.

I am a graduate of Bachelor of Science in Accountancy from Saint Paul School of Professional Studies, seeking an opportunity to put into practice my knowledge and make contributions to your organization. As a highly motivated and detail-oriented graduate I am confident in my ability to effectively support your company's mission.

I am enthusiastic about the opportunity to work in your organization and to learn from experienced professionals in the field. I am confident that my strong work ethic and willingness to learn will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can support your organization in achieving its goals.

Sincerely,

Isaiah M. Diasanta