

**ESTELA B. ESCASINAS**  
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October 16, 2025

**HONEY SOFIA V. COLIS**  
Director, HRMO  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **QUEEN-EVER Y. ATUPAN**  
Head, Cashiering Office

**Subject: Application for Administrative Aide III**

Dear ma'am,

Peace and all good!

I am writing to express my interest in applying for the **Administrative Aide III (Clerk I) position with the code LGZRVU**. With my background in administrative operations, keen eye for detail, and experience in managing complex tasks, I am confident I possess the skills and dedication to make a significant contribution to your team.

I am a graduate of Bachelor Elementary Education major in General Education at Visayas State University, Baybay City, Leyte. I passed the Licensure Examination for Teachers last March 2018. I worked as an office clerk for more than seven years at the Commission on Audit under the Finance Management Office in Visayas State University. During my tenure as a clerk, I efficiently managed office tasks such as record keeping, document preparation, and assisting the auditor for the audit, ensuring smooth day-to-day operations. My background in education has further strengthened my communication, problem-solving, and multitasking abilities, all of which are essential for an administrative role. I am eager to bring my dedication, reliability, have a strong willingness and eager to learn new skills. And that I am confident that I will contribute positively to your team.

Thank you for considering my application. I look forward to hearing from you about the position and learning more about this employment opportunity.

Sincerely,

  
**ESTELA B. ESCASINAS**  
Applicant