

**July 23, 2025**

**Dr. Prose Ivy G. Yepes**

President, Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Moises Niel V. Serino**

Vice-President for Administration and  
Finance Visayas State University

Dear Sir,

Greetings of Peace!

I am humbly asking for an opportunity to be considered as an Administrative Assistant II (Electronics & Communication Equipment Technician II). I'm currently working in Visayas State University as Administrative Aide VI (Electronic & Communication Equipment Technician I) personnel and sound system operator and Led wall operator from the office of Physical Plant Office (PPO). I'm a high school graduate at Baybay national high school and I have an electrical NC II certificate and consumer electronics certificate.

I am exposed and equipped enough in all the subjects and in all practical trainings that we had in our curriculum. I will surely do my best for the job and am willing to be trained. I am determined enough to share and bring my knowledge, skill and commitment to excellence in your agency. In connection thereof, I am at all times ready to be called for an interview to show my great interest for the job.

I am hoping for your positive response. Thank you so much and God Bless!

Sincerely yours,

**EDGARDO G. COBICO JR.**

Applicant