

November 18, 2025

JADE DHAPNEE Z. COMPENDIO

Head

University Review Services

Visayas State University

Visca, Baybay City, Leyte, 6521-A, Philippines

Dear Madam:

Good day.

I am writing to express my sincere interest in applying for the position of **Administrative Aide III** as recently advertised by your office. With a strong work ethic, keen attention to detail, and a genuine commitment to public service, I believe I can contribute meaningfully to your esteemed institution.

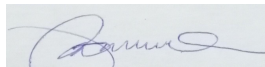
I am a graduate of **Bachelor of Science in Information Technology (BSIT)** and hold a **Master's degree in Public Administration (MPA)**. My educational background, combined with relevant experience, has equipped me with competencies in clerical work, records management, and standard office procedures – all of which are vital to the responsibilities of an Administrative Aide.

I am highly organized, dependable, and able to work efficiently both independently and collaboratively. I am also eager to learn and to adapt to the systems and workflows specific to your office.

Attached herewith are my résumé, Personal Data Sheet (PDS), and other pertinent documents for your review. I would be honored to further discuss how I can be of service to your office and contribute to its operational efficiency. You may contact me via email at **jenefer.borneo@vsu.edu.ph** should you require any additional information.

Thank you very much for considering my application. I look forward to the opportunity to be part of your team.

Respectfully yours,



JENEFER L. BORNEO

Applicant