

2 October 2025

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University

Dear **Dr. Yepes:**

Greetings!

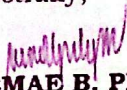
I am writing to express my interest in the position of **Administrative Aide IV (Clerk II)** at the **Finance Management Office**. With a strong background in education and administrative support, I am confident in my ability to contribute effectively to your office.

I am a licensed teacher with prior experience in the classroom, which has honed my skills in organization, communication, and time management. Currently, I am serving as an administrative staff member at the Boy Scouts of the Philippines- Ormoc City Council, where I have been exposed to various clerical, logistical, and operational tasks that have further developed my administrative capabilities.

My experience in both education and office administration has taught me the value of diligence, adaptability, and service. I am eager to bring this work ethic to your organization.

Attached herewith are my updated Personal Data Sheet and other pertinent documents for your reference. I am hopeful for the opportunity to further discuss how my background and dedication can be of service to your office. Should you need to contact me, you can reach me at my mobile number **09081805464** or email me at [pintoymloremae24@gmail.com](mailto:pintoymloremae24@gmail.com)

Respectfully,

  
**LOREMAE B. PINTOY**  
Applicant