

Naga, Tinag-an, Albueria, Leyte  
Philippines

October 8, 2025

**Dr. Prose Ivy G. Yepes**  
VSU President

THRU: **Ms. Honey Sofia V. Colis**  
Director, HRMD

Dear Ma'am Yepes,

I am **Marlon V. Dampios**, a 4<sup>th</sup> Year Bachelor of Science in Agribusiness major in Business Administration and a graduate of ROTC Basic and Advance Course and Military Science 3 with a Philippine Army Rank of Sergeant and NC III Certification Holder. I am sending my job application to apply the position of Admin Aide III (Casual) in the NSTP Office.

I have work experience and relevant trainings and seminar attended in the NSTP Office. I starting working in this University as ROTC Training Staff since 2008 as a Volunteer and become Clerk / dDRC in the NSTP Office as a Job Order status and CWTS Team Coordinator or Leader of which giving me varied skills and ability to work with many different types of people. I will do all my best to maintain the University good standard if god giving me a chance.

The following persons are my references:

Prof. Joy A. Bellen	- FTE, Faculty
Dr. Dario P. Lina	- Director, NSTP Office
Dr. Aleli A. Villocino	- Vice President for Students Affairs and Services

Thank you for taking the time to read my application and I look forward for your positive response.

Sincerely yours,

  
**Marlon V. Dampios**  
Applicant