

Basco, Ma. Fe O.

Santo Rosario, Maasin City, Southern Leyte, 6600

mariafebasco77@gmail.com

+639062088060

September 4, 2025

JOEL REY U. ACOB

Director

Quality Assurance Center

Visayas State University

Visca, Baybay City, Leyte

Dear Director Acob,

Greetings!

I am writing to formally express my interest in the position of **Administrative Aide VI (Clerk III)** assigned at the **Quality Assurance Center** of Visayas State University. As a fresh graduate of Bachelor of Science in Economics major in Environmental and Development Economics. I am eager to begin my professional career at my alma mater, where I can apply my knowledge and skills while supporting the university's commitment to quality and excellence.

During my academic journey, I have developed competencies in documentation, data management, and clerical work, as well as strong organizational and communication skills. My training and internship experience at DENR-EMB Region 8, Finance and Administrative Division also honed my ability to perform administrative tasks with accuracy, efficiency, and attention to detail.

I am confident that my willingness to learn, coupled with my dedication to public service, will enable me to contribute meaningfully to the operations of the Quality Assurance Center. I am highly motivated to grow as part of your office and assist in ensuring that the university continues to uphold its standards of quality education and service.

I would greatly appreciate the opportunity to discuss how my qualifications align with the responsibilities of this position. Thank you for considering my application, and I look forward to the possibility of contributing to the Quality Assurance Center of Visayas State University.

Respectfully yours,

Ma. Fe O. Basco