

November 23, 2025

**DR. PROSE IVY GUASA-YEPES**

President, VSU  
Visayas State University  
Visca, Baybay City, Leyte

Thru:

**DR. MOISES NEIL V. SERIÑO**  
VP for Administration and Finance  
Chairman, NAPB  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Seriño**,

Good day!

I am writing to express my interest in the Administrative Aide VI position at Project and Development Office as advertised in your website. With over 13 years of hands-on experience in administrative support roles and audio and video editing skills, I am confident in my ability to contribute effectively to your team and help streamline your operations.

Throughout my career, I have developed strong communication and interpersonal skills that allow me to interact effectively with both colleagues and clients. I am proficient in various software applications, including Adobe Photoshop, Filmora Video Editor. etc., as well as Microsoft Office. I also managed and maintained the technical operations of our office including microphones, cameras, audio/video mixers, and transmission systems. I do audio/video mixing and troubleshooting technical issues quickly and efficiently. Preparing contents for audio/visual presentation including editing and formatting. My technical skills, combined with my ability to adapt quickly to new situations, have enabled me to thrive in fast-paced environments.

I am eager to bring my background in administrative and technical support to your esteemed organization and contribute to ongoing success and growth.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. I am available at your convenience for an interview and can be reached at 0939-444-046 or [mcblgrgranada2017@gmail.com](mailto:mcblgrgranada2017@gmail.com).

Warm regards,

  
**MC BLER PEPITO GRANADA**  
Applicant