

Joy Lizbeth B. Catubay

Purok 7, National Road
Brgy. Maybocog, Maydolong Eastern Samar
6802

Honey Sofia V. Colis

Director, HRMD
VSU, Baybay, Leyte

Dear Sir/Madam,


I am writing to express my interest in the Administrative Aide III (Clerk I) position, salary grade of SG-7/PHP 15, 852.00 and section/unit ADA3-166-200. I received my Bachelor's degree in Biology at Eastern Samar State University- Borongan City and recently, passed the Career Service Professional Exam which was held on March 02, 2025.

I did my On-The-Job Training back on 2023 at DENR-CENRO in Borongan City. I handled tasks like preparing reports, emcpding raw data to digital format and helping senior staffs. I'm familiar with Microsoft Word, Excel, and PowerPoint and I am open to learning new office softwares. I also have experience doing office errands.

In addition to my technical skills, I bring a friendly and professional demeanor to the workplace, creating a positive environment for both colleagues and clients. I am adaptable and can manage shifting priorities.

I would welcome the opportunity to discuss how my skills and experience align with the needs of your team at Visayas State University. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,


Joy Lizbeth B. Catubay
Applicant