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November 24, 2025

Aleli A. Villocino

VP for Student Affairs and Services

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

I would like to express my interest in the **Education Research Assistant** position. My experience as an Administrative Aide in the Records Room has provided me with strong foundations in documents and records management, accuracy, and confidentiality, key competencies needed in research support and academic documentation.

In my current role, I manage and maintain student records, apply ICT skills in data encoding and retrieval, and help ensure the efficient flow of information within the university. These tasks have strengthened my critical thinking, attention to detail, and problem-solving abilities, especially when resolving record discrepancies or meeting documentation requests.

My daily coordination with students, faculty, and offices has also helped me develop facilitation skills, allowing me to communicate processes clearly and assist stakeholders effectively. Additionally, my involvement in verifying submissions and tracking requirements provides me with relevant experience in monitoring and evaluation, which I can apply to research activities.

I am eager to bring these competencies to a role that supports academic projects and contributes to the university's research objectives. Thank you for considering my application, and I look forward to the opportunity to discuss how I can be of service.

Respectfully yours,

Jericho B. Decano