

October 29, 2025

HONEY SOFIA B. COLIS

Director, HRMD
VSU Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

I am respectfully applying for the position of Administrative Aide III (Utility Worker II) at the Department of Meteorology. I am eager to become part of your esteemed institution, recognized for its commitment to scientific excellence and dedicated public service. I believe my skills, strong work ethic, and willingness to learn align well with the responsibilities of this position.

I am a graduate of Visayas State University, holding a Bachelor of Secondary Education – Major in Social Studies, and I graduated Cum Laude. I am also a Licensed Professional Teacher. Although my educational background is in a different field, my previous experiences have strengthened my sense of discipline, responsibility, and adaptability—qualities that are essential in providing dependable support services within an office and field environment.

I take pride in being hardworking, reliable, and physically fit. I maintain a high standard of cleanliness, orderliness, and efficiency in every task I undertake. I also possess good interpersonal skills, which allow me to work effectively with colleagues and contribute to a positive and organized workplace. I am confident that, with proper orientation and training, I can perform the duties of a Utility Worker II with excellence and professionalism, helping ensure the smooth daily operations of your office.

Attached are my Personal Data Sheet (PDS), and other pertinent documents for your review. I would be deeply grateful for the opportunity to discuss how I can contribute to your team in an interview at your most convenient time.

Thank you very much for your kind consideration.

Respectfully yours,

GRACE R. PEÑAFIEL

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