

19 May 2025

CHARLINDO S. TORRION

Head, Department of Meteorology
Visayas State University
Visca, Baybay City, Leyte

Thru: DR. HONEY SOFIA V. COLIS
Director, Human Resource and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Torrion,

I am writing to formally express my interest in the permanent position of **Administrative Aide VI** in the Department of Meteorology. I sincerely appreciate your support and the opportunity you have given me to apply for this role while continuing to work under your leadership.

I graduated from **Visayas State University** in 2020 with a **Bachelor of Science in Agribusiness**. Additionally, I passed the **Civil Service Examination (Sub-professional level)**. My educational background, along with my relevant experience, has equipped me with the skills necessary to contribute effectively to your office.

My work experience includes serving as an **Enumerator** for the **Philippine Statistics Authority (PSA)** and working as a **Clerk** at Visayas State University for two years. Through these roles, I have gained hands-on experience in administrative tasks, document management, communication handling, and ensuring the smooth day-to-day operations of an office.

I would be honored to continue contributing to your office as a permanent staff member. Enclosed are my **résumé, transcript of records, Personal Data Sheet (PDS)**, and other supporting documents for your review. Please let me know if there are any additional requirements for my application.

Thank you for your time and consideration. I look forward to discussing this opportunity further at your convenience.

Sincerely,
Jonalyn A. Bulawan
Applicant