

October 17, 2025

**PROSE IVY G. YEPES**

President

Visayas State University

Pangasugan, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Pangasugan, Baybay City, Leyte

Dear Madam,

I am Jumari A. Baslan, a graduate of Bachelor of Science in Agriculture Major in Horticulture (Specialized Olericulture), a Registered Agriculturist and currently studying of Masters in Public Administration at The College of Maasin. I am writing to express my sincere interest in applying for Administrative Aide III (Permanent) currently available in the Cashiering Office.

I am looking for better job opportunities and the job profile is suitable and interesting. I worked at ACRO Alumni Office for 5 months as Clerk, worked at Cashiering Office as Clerk Job Order status for five years and currently a Liason Officer. I delivers and issues checks to payees, service providers, suppliers and government agencies like Philhealth, Pag-ibig, Ched, GSIS, Leyeco, etc. Deposits check payments to suppliers and service providers to their bank accounts other than Landbank. I also act as messenger who receives incoming and delivers outgoing office communications and other documents for signature and approval.

I am willing to be trained and learn more to develop my full potential. I am self-disciplined and willing to give my full support to do the duties and responsibilities given to me and contribute hard work and dedication to accomplish my job. I am willing to come for an interview anytime convenient for you. This is my contact number 09486076828. It would be an honor to be considered for this opportunity.

Thank you and God Bless.

Respectfully yours,



JUMARI A. BASLAN

Applicant