

July 8, 2025

**DR. ROTACIO S. GRAVOSO**

Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir,

Good day!

I am writing to express my interest in applying for the Computer Operator II position at the Office of the Vice President for Academic Affairs in Visayas State University, Baybay City, Leyte. As a graduate of Bachelor of Science in Environmental Management from Visayas State University, I am confident that my academic background, combined with my hands-on experience, has equipped me with the skills needed to contribute effectively to your team.

Currently, I am employed as a database encoder in Visayas State University's Alumni and Community Relations Office. This role has provided me with extensive experience in administrative support, document processing, and data management, which I believe are directly applicable to the position. My ability to organize, prioritize, and maintain accuracy in a fast-paced environment will enable me to meet the requirements of the role.

I have attached my Personal Data Sheet (PDS) for your review. I would welcome the opportunity to discuss my qualifications further and am available for an interview at your convenience. You can reach me via email at [baltazar.environment@gmail.com](mailto:baltazar.environment@gmail.com) or by phone at 0938-500-9078.

Thank you for considering my application. I look forward to the opportunity to contribute to your team and support the City Assessor's Office.

Sincerely,

  
**Jonathan A. Baltazar**  
Applicant