

23 October 2025

Engr. Rotsen Labiso
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 Engr. Rotsen,

I am writing to formally express my interest in the permanent position of Administrative Aide III 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 2017 with a Bachelor of Animal Science and I'm currently working here in Visayas State University in the Department of Meteorology as a Computer Laboratory Aide for almost nine months.

I would be honoured to continue contributing to your office as a permanent staff member. Enclosed are my resume, transcript of records, Personal Data Sheet (PDS) 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,


Jason P. Capuno
Applicant