

Brgy. Liberty  
Hilongos, Leyte 6524

April 21, 2025

**CHRISTINA A. GABRILLO**  
Director  
Student Affairs and Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Gabrillo:

Good day

I wrote this application to signify my desire to work in your institution as an Administrative Aide III (Clerk I) with Plantilla Item No. ADA3-213-2004 to be assigned at the Student Affairs and Services Office of your institution.

I earned by Bachelor's degree in Elementary Education at MLG College of Learning, Inc. in 2021. My education has enabled me to be equipped with knowledge and skills relevant to the position I am applying for. Additionally, I am a board passer when I took the Licensure Examination for Teachers (LET) on October 2, 2022.

Currently, I am working as an Office Clerk (SAS Secretary) at MLG College of Learning, Inc., particularly at the Student Affairs and Services Office of the institution. My work experience qualifies me for this position because I already have prior understanding of the job functions required from this office.

I hope to this letter finds you well. Please see my submitted documents for your reference. If you have relevant questions about this application, please reach me using the contact details below.

Thank you.

Sincerely,



**BRYAN DHELL B. BERSABAL**  
09109429253  
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