

Brgy. Kilim

Baybay City, Leyte – 6521

April 09, 2025

To:

PROSE IVY G. YEPES

President

Visayas State University

Pangasugan, Baybay City, Leyte

Thru:

MOISES NEIL V. SERIÑO

Vice President for Administration and Finance

Visayas State University

Pangasugan, Baybay City, Leyte

Subject: Job application letter for the position of Administrative Aide VI (Clerk III)

Respected Ma'am,

I am Mark Louis L. Garces, a former employee of Supply and Property Management. I would like to apply for the Administrative Aide VI (Clerk III) position in the Planning Office.

I have 18 months of experience as a clerk at the Supply and Property Office, continuing Mr. Juancho Lao's work and working as the IT specialist in the office. I also have 4 months of experience as a clerk at the Municipal Hall of Hilongos in the Department of Local Civil Registrar. I also worked as an encoder at the VSU – Main Campus for about three semesters in the University Registrar at Admin Building. I have an in-depth knowledge of the duties to perform and expertise in the particular field of work that would help me accomplish all the assigned tasks.

I have enclosed my resume and personal data sheet for your reference and review. I have also provided my contact information. Please feel free to contact me in case of any questions.

Thank you for your time and consideration.

Sincerely yours,



Mark Louis L. Garces

Contact number: +639094919643

Email address: mlgarces321@gmail.com

VSU email address: mark.garces@vsu.edu.ph