

December 11, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am Colis,

Warmest greetings!

I am writing to express my genuine interest in the Administrative Aide VI position in the Department of Mechanical Engineering at Visayas State University (VSU). I am eager to apply my organizational abilities, commitment to quality work, and experience in supporting office operations to help the department maintain efficient and reliable administrative services.

I gained valuable experience where I worked as a Deputy Document and Records Controller (dDRC) under the Department of Statistics, and experienced as a Clerk at the University Registrar's Office, both at VSU. These roles allowed me to gain practical experience in managing records, organizing documents, assisting students, and supporting daily administrative operations. Moreover, I hold a Career Service Professional (Second Level) Eligibility.

I am a graduate of Bachelor of Science in Statistics at VSU. My background in Statistics has trained me to work with precision, pay close attention to detail, and handle data responsibly, skills I believe are essential in public service.

As someone who values the training and opportunities I received at VSU, I am motivated to contribute to the university in a more permanent capacity. I have attached the required documents for your kind consideration.

Thank you for considering my application. I look forward for the opportunity of serving VSU and contributing to its continued success as part of its regular staff.

Sincerely,


MOLLEY VENICE NUÑEZ
Applicant