

September 22, 2025

**LUZ G. ASIO**

Head

Department of Agronomy

Visayas State University

Visca, Baybay City, Leyte

**Thru: HONEY SOFIA V. COLIS**

Director, Human Resource Management Office

Dear **Dr. Asio**,

I am writing to express my interest in the Administrative Aide IV (Reproduction Machine Operator) position within your esteemed office, as recently brought to my attention by a reliable source. Please accept this letter as my formal application for the role.

My name is Nicols Rey A. Puna, and I have been serving as a Security Watchman at our institution for the past three years. During this time, I have worked under the leadership of Mr. Gerald M. Rivera, Chief, Security and Safety Services, and under the direct supervision of Mr. Edilberto Mendoza. My experience has allowed me to develop a strong work ethic, attention to detail, and a positive attitude toward my responsibilities. I am confident that these qualities, along with my dedication to ensuring the safety and security of the campus, will enable me to effectively contribute to the goals of your office in this new role.

In addition, I pursued a Bachelor of Science in Agriculture, major in Agronomy, during my college years. Although I was unable to complete the program, the knowledge and training I gained have further developed my perseverance, adaptability, and sense of responsibility—qualities that I believe will be beneficial as I transition into the Machine Operator role.

I am highly motivated to take on this new challenge and am eager to bring my skills and enthusiasm to your office. I am committed to upholding the standards of service and professionalism expected in this position.

Thank you for considering my application. I would greatly appreciate the opportunity to discuss my qualifications further and am available at your convenience for an interview. Please don't hesitate to contact me at +639218321203 or via email at nicols.puna@vsu.edu.ph.

Sincerely yours,



NICOLS REY A. PUNA

Applicant