

July 11, 2023

JESSAMINE C. ECLEO  
Head  
Procurement Office  
Visayas State University  
Visca, Baybay City, Leyte

Madam:

I have the honor to apply for ADMINISTRATIVE OFFICER V POSITION. I am a graduate of Bachelor of Science in Accountancy (BSA), at Southwestern University Cebu, City. I earned 18 units in Education at Maryhill College Lucena City and successfully passed the Licensure Examination for Secondary Teachers. and teaching at Lina Gayeta Lasquety National High School, Padre Burgos, Quezon. I also earned Master's in Business Management - Major - Business Administration in University of Batangas, Batangas City. Currently, I am taking Doctor of Philosophy in Business Management in the same school. Hopefully I'll finish my dissertation this year. I am eager to apply for the position because i had an administrative work experienced.

With fervent prayer and hope that this request will merit your favorable action and approval. For further information, you can reach me at this number -0912 6765 172.

Respectfully yours,

AIDA L. ZARATE  
LPT, MBBA  
09126765172  
[ivymae03@yahoo.com](mailto:ivymae03@yahoo.com)

**PERTINENT PAPERS  
OF  
Ms. AIDA L. ZARATE  
FOR THE  
POSITION APPLIED FOR:  
ADMINISTRATIVE V**

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