

JERICO B. DECANO

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JOEL REY U. ACOB

Director

Quality Assurance Center

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

I am excited to apply for the position of Administrative Aide III at the Quality Assurance Center of Visayas State University, and I would like to highlight how my background closely matches the competencies you are looking for. As an Administrative Aide III at Visayas State University, I currently handle the maintenance, classification, filing, and daily monitoring of records, which directly supports your requirements for Documents and Records Management and Administrative Services Management.

My previous experience as a Food Quality Controller strengthened my Critical Thinking and Problem-Solving skills, as I regularly analyzed production data, identified defects, and performed root-cause analysis to maintain quality standards. These roles also trained me to follow and improve processes and procedures, aligning well with your Process Management competency.

I also have experience in report writing, as I prepared daily QC reports, audit documents, and batch records in my previous roles. In addition, working closely with production teams, supervisors, and auditors helped me develop strong facilitation and communication skills in a professional setting.

Above all, I am highly eager to serve, learn, and grow within Visayas State University. As a graduate of VSU and a current employee, I am deeply committed to contributing to its mission through diligence, integrity, and continuous improvement. I am willing to undergo further training and development to fully meet the demands of the position.

Thank you very much for your time and consideration. I would be honored to be given the opportunity to contribute my skills and dedication to your office.

Respectfully yours,

Jericho Decano