

April 4, 2025

Ms. MARIA ROBERTA S. MIRAFLOR

Head, Records Management and Archives

Visayas State University

Visca, City of Baybay, Leyte

Dear **Ms. Mirafior**,

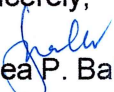
Greetings! I am writing to express my keen interest in applying for the positions with job code JKMSGY. I am excited about the opportunity to contribute my skills, dedication, and passion for excellence to your organization.

My name is Rhea P. Ballebas, and I hold a Bachelor's degree in Agribusiness from Visayas State University, which I completed in 2021. Currently, I serve as a Clerk in the Recruitment, Selection, Placement & Personnel Records Office, where I have gained nearly 3 years of experience in administrative and clerical responsibilities. I believe my skills and experience align well with the requirements of the positions you are looking to fill. While my experience may be limited in some areas, I am confident that my commitment to precision, enthusiasm for learning, and dedication to achieving results will allow me to make a positive impact in these roles.

Attached are my Personal Data Sheet and other required documents for your review. Should you need further information, I can be reached at (0963) 052-2580 or via email at rhea.ballebas@vsu.edu.ph.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute more to the team.

Sincerely,


Rhea P. Ballebas
Applicant