August 4, 2025

PROSE IVY G. YEPES
President
Visayas State University
Pangasugan, Baybay City, Leyte

Thru:
HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University
Pangasugan, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to express my strong interest in applying for the vacant Administrative Assistant I (Bookbinder III) position in University Learning Commons (Library). I feel I have the required qualifications.

I am Jonel H. Ababat, and I am currently employed as a job order utility/messenger at the Ecological Farm and Resource Management Institute (Eco-FARMI) since February 2017 up to the present. I am also appointed as the Alternate Deputy Document and Records Controller (AdDRC) in our office.

As a utility/messenger, my job is to maintain the cleanliness of the unit and unit grounds, monitor and upkeep office supplies, materials, and equipment, and assist in the processing, forwarding, picking up, and following up on documents, e.g., payroll, travel orders, cash advances, job requests, etc., to various offices. As an alternate dDRC in the unit, I assist the dDRC in filing and record keeping, as well as picking up new procedure manuals and guidelines and returning obsolete documents to the Quality Assurance Center office. Aside from doing all these things, I also do troubleshoot of our office printers, minor fixing of personal computer problems, etc. With my solid background in utility and messenger operations and a strong commitment to providing reliable service, I believe that my skills and experience make me an excellent candidate for this role. Throughout my career, I have proven myself by demonstrating a strong work ethic and dedication to excellence. I work with full potential, take initiative in solving problems, and I am independent in working on complex tasks.

I would welcome the opportunity to discuss my abilities with you for the vacant Administrative Assistant I (Bookbinder III) position. I can be reached anytime at my number, +639612253529. Thank you!

Sincerely,

JONEL H. ABABAT
Applicant