

ALJUN BRYAN A. LACASA, LPT

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February 11, 2025

DR. PROSE IVY G. YEPES, EDD

University President

Visayas State University

Baybay City, Leyte, Philippines

Thru: **HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Baybay City, Leyte, Philippines

Ma'am:

Good day!

I am writing to express my intent to apply for the position of Administrative Aide VI (Clerk III). I am a proud graduate of Leyte Normal University with a degree of Bachelor of Physical Education, a licensed professional teacher with a rating of 83.20. I firmly believe that the skills, experiences, and knowledge I have gained from my academic and teaching internship makes me a suitable candidate for this position.

During my years at Leyte Normal University, I honed my organizational, interpersonal, and administrative abilities, which are essential to excelling in a role like Administrative Aide VI (Clerk III). My coursework emphasized discipline, teamwork, and effective communication—skills that are equally valuable in managing administrative tasks and supporting organizational operations.

The teaching internship gave me an opportunity to be involved in many practical activities, including planning, organization, and execution of various activities. I created lesson plans, kept accurate records of student performance, and communicated with students, parents, and school administrators. At the conclusion of my teaching internship, I was proud to be recognized with the Competence in Practicum Award for demonstrating exceptional skills and commitment throughout the program. These duties required a keen eye for detail, effective time management, and the ability to work with multiple tasks at once where all of which can be applied to office or administrative work.

Aside from the teaching internship, I have also undergone a successful 10-day Basic Computer Literacy course, an 80-hour training program with the Infinitel Training Center. This training has equipped me with skills in Microsoft Office applications, email, and data entry, all of which are essential for the job of Administrative Aide VI (Clerk III). These skills in different software programs are coupled with excellent organizational skills and attention to detail in handling clerical tasks, maintaining accurate records, and ensuring the efficient operation of the office.

I also completed the Advanced Office Management and Administration Skills Training, an intensive three-day course comprising 24 hours. This training honed the skills in organization of documents, administrative procedures, and handling data. Developing the ability to multitask, work under pressure, and keep structured digital records makes a compliance to the requirements of the Administrative Aide VI (Clerk III) role.

Attached herewith are pertinent papers for your perusal and evaluation. With my sound education and practical work experiences, I am positive that this makes me a key candidate for the position and I stand ready to add efficiency and professionalism to your team. My positive attitude, adaptability, and commitment to excellence will help me to serve your office as well.

I hope you find my educational background and experiences worthwhile for the position. Thank you for your time and consideration.

Sincerely,


Aljun Bryan A. Lacasa

Applicant