

November 12, 2025

**JADE DHAPNEE Z. COMPENDIO**

Director, Center for Continuing Education  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Application for Admin Aide III Position**

Dear **Dr. Compendio**,

I am writing to formally express my interest in the **Casual position (Job Code: NCGVLW)** under the **Center for Continuing Education**. I am a graduate of **Bachelor of Science in Hotel, Restaurant, and Tourism Management (BSHRTM)** from **Visayas State University**.

With my educational background and training, I have developed a solid foundation in hospitality, customer service, and administrative support, which I am confident will positively contribute to the programs and activities of your office. I am a hardworking and dedicated individual eager to learn and perform tasks efficiently in support of the goals of the Center for Continuing Education.

I would be truly grateful for the opportunity to serve and become a part of your team.  
Thank you very much for your time and consideration

Respectfully yours,



**JECIMAE L. MATIOM**

Applicant