

04 October 2025

Dr. Prose Ivy G. Yepes

University President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Luz G. Asio**

Head, Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Madam,

I am writing to express my interest in the Administrative Aide IV (Reproduction Machine Operator II) position at the Department of Agronomy, as advertised on the VSU website. Although I do not have previous experience in this role, I am eager to learn and willing to be trained.

I am a graduate of Baybay National High School. I have also completed the program in Organic Vegetable Production, leading to Horticulture NC II. I am presently working as field laborer at the Department of Agronomy with a job order status. I am hardworking, willing to work overtime, responsible, and careful when following instructions. I understand that this job requires attention to detail, patience, and focus—qualities I believe I have.

I hope to be given the opportunity to prove myself and become a valuable part of your team. I would appreciate the chance to attend an interview at your convenience. Thank you for considering my application.

Respectfully yours,



Alemar N. Valenzona
Applicant