



VISAYAS
STATE UNIVERSITY

FACULTY OF
**AGRICULTURE AND
FOOD SCIENCE**

July 14, 2025

Dr. Prose Ivy G. Yepes
University President
Visayas State University
Baybay City, Leyte

Through: Ms. Honey Sofia V. Colis
Director, Human Resource Management Office


Dear Maa,

I wish to humbly apply for Administrative Assistant III position. I have been serving the university with dedication and efficiency for 40 yrs., first at the Registrar's Office, then at the Information Office, and since 2001 at the Faculty of Agriculture and Food Science Dean's Office.

I was also awarded as Model Clerk last 2006 and also attended international and local trainings. My function at the FAFS Dean's Office is not only clerical works but also attends to the student's request and also assist the dean in the preparation of the reports needed by the requesting office and perform other related jobs as requested by the dean.

Thank you.

Very truly yours,


REMENITA J. SOLIS
Administrative Asst II



FACULTY OF AGRICULTURE AND FOOD SCIENCE
Visayas State University, PQWV+X7 Baybay City, Leyte
Email: cafs@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1083



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



Page 1 of 1
FM-VSU-03
V4 01-23-2025
No. 2025-47