

August 11, 2025

**HAZELLE V. ASALDO**

Director  
VSU Manila Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Warm Greetings!

I am writing to express my sincere interest in the permanent position available at **VSU Manila Office**.

Currently, I am working as an Office Staff at the Baybay City Parole and Probation Office, where I handle messengerial tasks and assist my supervisors with various administrative duties. I also have three years of experience as a Traffic Enforcer, which strengthened my discipline, time management, and sense of responsibility. Additionally, I completed my on-the-job training at the Baybay City Water District, where I performed essential office support tasks.

From 2015 to 2018, while pursuing my college education, I worked as a helper at Botica Cayunda to support myself. This experience instilled in me the values of hard work, honesty, and dedication—qualities that I consistently bring into every role I take on.

I am particularly motivated by the opportunity to join a respected institution such as the **VSU Manila Office**, where I can play a role in ensuring the effective implementation of its programs and goals. I hold a strong commitment to advancing the organization's mission and serving the community it represents.

These diverse experiences have equipped me with a strong work ethic, adaptability, and a willingness to take on different responsibilities. I am confident in my ability to contribute positively to your team and to fulfill the duties entrusted to me with diligence and integrity.

Thank you for considering my application. I look forward to the opportunity to be part of **VSU Manila Office**. You may reach me at 09203429869 or [rodulfbelisadojr@gmail.com](mailto:rodulfbelisadojr@gmail.com) for any further information.

Sincerely yours,

  
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**RODOLFO G. BELISADO JR.**