

December 02, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD

Visayas State University-Main Campus

VSU, Baybay City, Leyte

Dear Director Colis,

I, Christian P. Cumpio, respectfully write this letter to express my interest in applying for **ADMINISTRATIVE AIDE VI (CLERK III)** position with item number **ADA6-97-2004** to be assigned **VSU-Main Campus**.

I am a graduate of Bachelor of Science in Business Administration Major in Human Resource Development Management from New Era University - Quezon City. I started government service as an Administrative Aide/Encoder at the Department of Migrant Workers (Formerly Philippine Overseas Employment Administration) Regional Office VIII – Tacloban City from June 2019 to July 2023. Previously, I am an Administrative Aide IV (Clerk II) at the Department of the Interior and Local Government Regional Office VIII – Tacloban City from July 2023 to September 14, 2025.

The experience, exposure, and knowledge I acquired throughout the years provide a strong foundation for my future endeavors. In addition, being of service to our country fulfills my purpose as a public servant.

Herewith my letter is my Personal Data Sheet (PDS), Transcript of Records, Certificate of Eligibility, and other pertinent documents. For clarification/s or inquiries, please do not hesitate to contact me through my email [chrifeanthony@gmail.com](mailto:chrifeanthony@gmail.com), or my mobile number 09055694317.

I am hoping for your positive response soon. Thank you and Good day.

Respectfully yours,

  
**Christian P. Cumpio**  
Applicant