

GERLIE A. GALUTE

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OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT

Visayas State University – Main Campus

Visca, Baybay City, Leyte

Dear Ma'am/Sir,

Good day.

I am applying for the position of Administrative Aide III at Visayas State University. I graduated with a Bachelor of Science in Agriculture major in Animal Science, and I have skills in basic office work such as filing, organizing documents, and using MS Word and Excel.

I am hardworking, willing to learn, and able to work well with others. I believe I can support the daily administrative operations of your office.

Thank you for considering my application. I hope for the opportunity to be part of your team.

Sincerely,



GERLIE A. GALUTE

Applicant