

July 4, 2024

**PROSE IVY G. YEPES**

VSU President

Visca, Baybay City, Leyte

THRU: **HONEY SOFIA V. COLIS**  
HRMO

Dear ma'am:

I would like to apply for Administrative Aide I regular position, which I saw advertised on the HRIS platform. I have become quite interested in this position.

I am currently an Administrative Aide I with Casual status at Motor Pool Services/PPO with the function of clerk/dDRC, Messenger, and facilitate/Assist in dispatching of university vehicles.

I am very much eager to do my job and not to waste this opportunity.

I am confident that my knowledge and strength, combine with my dedication, work ethics and energy will add a measurable value to the organization.

I can be reach anytime at my cp number **09759748501**

Thank you for your time and consideration.

Very Sincerely Yours,



**VINCENT PAUL C. ASILOM**

Applicant