

February 6, 2025

**ANDREW A. MAZO**

Head, Institute of Human Kinetics  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Sir Mazo**,

I am writing to express my strong interest in applying the Administrative Aide VI (Clerk III) position in your office. Having studied the job description posted, I believe that I have met the minimum requirements needed including the skills, attributes, and experiences to become competent, high-performing, and impactful clerk in your office. With a passion of serving and commitment, I am eager to impart my experiences and insights to your respectable office. I finished my BS in Agricultural Engineering here in VSU last 2020 and currently enrolled as graduate student under the Master of Agricultural Development major in Agricultural Extension program in VSU-Open University (Online). Through passing the clerical examination done by VSU, I am able to work as dDRC/Clerk at the Department of Agricultural Education and Extension (DAEEx) for almost three years. I have passed the Career Service Professional Examination last August 7, 2022. Now, I am a dDRC/Clerk in DAEEx, one of the academic department of Visayas State University – Main Campus.

Attached are my Curriculum Vitae, Diploma, CSC Eligibility, Performance Rating, Personal Data Sheets (PDS), Resume, Training Certificates and Transcript of Records.

Thank you for considering my application. I look forward to the opportunity to join your excellent office.

Warm regards,



**AIRA M. ORAÑO**  
Applicant