

October 09, 2025

MS. HONEY SOFIA V. COLIS

Director, Human Resource Management Division
Visayas State University
Baybay City, Leyte

Dear Ms. Colis:

I respectfully submit my application for the position of Administrative Aide III (Job Code: LGZRVU) under the Cashiering Office, as advertised.

I am a graduate of a bachelor's degree relevant to the position and a holder of Career Service Professional Eligibility. With more than four years of experience as an Office Assistant at the Manila International Airport Authority, I have developed expertise in administrative support, records management, and coordination. My work involved processing official documents, handling reports, encoding and maintaining records, and ensuring accuracy and compliance in administrative transactions.

These experiences have enhanced my organizational skills, attention to detail, and ability to work efficiently in a fast-paced office environment—qualities that are vital in performing the duties of an Administrative Aide III, especially within the Cashiering Office. I am confident that my professional background, coupled with my commitment to integrity, accuracy, and accountability, will enable me to contribute effectively to your office.

For your consideration, I have attached my Personal Data Sheet and other supporting documents. I would greatly appreciate the opportunity to discuss how my qualifications align with the needs of your department.

Thank you very much for your time and kind consideration.

Respectfully yours,



Neil Dargantes Pan
Applicant