

February 19, 2025

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City Leyte

Thru: **DR. JANNET C. BENCURE**
Dean, Faculty of Engineering

Dear Dr. Yepes:

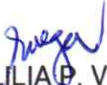
A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Faculty of Engineering is in need of the position as Administrative Aide VI. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and also graduated my degree course Master of Management major in Business Management in 2019.

My experienced as Social Worker dealing different types of communities in the urban Areas for 10 years, as Administrative Officer / Coordinator for 12 years in an Australian funded projects implemented by the institution under (ACIAR) and as dDRC of Programs and Institutional Accreditation Office (PIAO), the exposures to all quality assurance activities in the Quality Assurance Center for more than three (3) years, I am certain that I can perform and deliver the expected output beyond expectation.

If given the chance you can be assured of my willingness to learn new things under new directions in the workplace. I have the competence, character and commitment, with these three characteristics I know I can deliver my task beyond expectations.

Hoping for your approval of my request.

Respectfully,


MARIA LILIA P. VEGA
Applicant