

October 24, 2024

PROSE IVY G. YEPES

President
Visayas State University
Baybay City, Leyte

Through: JULIUS V. ABELA

Head
University Disaster Risk
Reduction and Management,
Safety and Security Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Yepes:**

I would like to express my interest as one of the qualified applicants the position of Administrative Aide III-Code: TBKLEC for University Disaster Risk Reduction And Management, Safety And Security Office Visayas State University Baybay City.

I am Melody E. Pacayo, single, and a licensed criminologist. I was informed on the call for application by my sibling through your HRIS portal. As a highly motivated individual I have been extensively involved in my school community way back in college as one of the officers in the Reserve Officer Training Corps. Back then, it allowed me to develop strong interpersonal communication and work with my peers and supervisors closely.

These experiences have taught me strong time management and organization skills, which I believe is crucial in your office. I am also adept in MS Applications and have attended training that are relevant and useful to the workplace. While I have acquired these skills of experience in the field, I am open to possible training that may strengthen my knowledge to deeply understand the thrusts of VSU, enthusiasm to execute civil service, and keen willingness to learn and contribute to the university.

Attached herewith are my Personal Data Sheet, certificates of training, skills and achievements. However, I believe that these training, achievements and skills demonstrate that I have the ability to perform the duties and responsibilities, and to perform in this role effectively.

Thank you for your time and consideration. I look forward to speaking more with you about my application. Should my application merit your interest, it would be an honor to attend a scheduled interview at your most convenient time and I can be reached this number 0966-792-8383.

Very truly yours,

MELODY E. PACAYO

Applicant