

April 15, 2025

**DR PROSE IVY G. YEPES**

President Visayas State University

ViSCA, Baybay City, Leyte

Thru: **DR. MOISE NEIL V. SEREÑO**

Vice President for Administration and Finance

Dear Dr. Yepes,

I wish to submit my application for Administrative Assistant III. I believed that my experience, education, and expertise position me as perfect candidate for this role.

I completed my Bachelor's degree in Commerce, majoring in Management, at Holy Name University in March 2002. Since then, I have accumulated 17 years of experience in private companies, working in various roles from Inventory Clerk to Buyer/Purchaser, where I gained valuable knowledge and skills through a wide range of responsibilities.

From March 11, 2020, to March 30, 2023, I served as a Clerk/DDRC at the Human Resource Management Office (HRMO) of this prestigious University. Currently, I am assigned to the Department of Soil Science, where I have been working since April 1, 2023.

My experience in office settings has allowed me to demonstrate my competency in clerical duties such as filing, typing, and interacting effectively with the public. I am eager to continue contributing to the University and am enthusiastic about the opportunity to be considered for the position being offered.

Attached is my Personal Data Sheet for your review. Thank you for your time and consideration.

Respectfully yours,

Emelita S. Pausanos

Applicant