

April 8, 2025

TONI MARC L. DARGANTES

Director
Planning Office
Visayas State University
Visca, Baybay City, Leyte

Dear *Mr. Dargantes*:

I am writing to formally express my interest in the **Administrative Aide VI (Clerk III)** position at the Planning Office.

I have been serving as a Job Order Clerk in the Planning Office since **November 2023**, where I have gained valuable experience in administrative work, document handling, and office coordination. This role has allowed me to become familiar with the office's systems and workflow, and I have enjoyed contributing to the team with diligence and a strong work ethic.

I am a graduate of **Bachelor of Secondary Education, Major in Mathematics**, completed in **2016**. My background in education has developed my analytical and organizational skills, which have been instrumental in my clerical responsibilities.

Prior to my current role, I worked at **Wallstreet Courier Services Inc.** from **2019 to 2023**, where I honed my abilities in documentation, logistics coordination, and client service. This experience helped me build a strong foundation in efficiency and attention to detail—qualities that I continue to bring to my work today.

I am eager to continue serving the Planning Office in a permanent capacity and contribute more significantly to its objectives. I am confident that my familiarity with the office, my relevant experience, and my commitment to continuous improvement make me a strong candidate for the position.

Thank you very much for considering my application. I would be happy to provide any additional information you may need. I look forward to the opportunity to continue serving the office in a more permanent role.

Sincerely,


ROSLYN S. TELEMPROS