

August 8, 2025

**PROSE IVY G. YEPES**  
**President**  
**Visayas State University**

Through: **Mr. JEFFREY LLOYD L. CAGANDE**  
Director  
Alumni and Community Relations Office

**Dear Dr. Yepes:**

A pleasant morning to you. I've seen in the HRIS that your good office ACRO is in need of the position as Administrative Assistant II. I am very much interested to apply for the position. I graduated my Master of Management major in Business Management in 2019 and my BS in Development Communication major in Broadcasting in 1988.

Recently, I am connected in the Visayas State University Baybay Campus as Deputy Document Records Controller of the Programs and Institutional Accreditation Office one unit of the Quality Assurance. My work experiences in this office developed my capability to manage the Accreditation office both programs and institutional.

As Deputy Document Records Controller one of our tasks is to keep our filed documents records well following the guidelines of NAP National Archive of the Philippines. Therefore, recordings is one of our main routinary task in the Accreditation Office.

I believed that my capability and technical expertise in the quality assurance related activities to address parameters and benchmark statements not only to AACCUP Accreditation, Philippine Quality Awards and other related program and institutional accreditation, I am certain that I can perform well beyond expectation in your institution.

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, I know I can deliver my task beyond expectations. Below my contacts for your reference. Thank you very much.

Looking forward to a positive response of my application.

Respectfully,

  
MARIA LILIA P. VEGA  
Applicant  
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