

July 30, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City Leyte

Thru: **Dr. Christina A. Gabrillo**
Station Manager
DYDC FM

Dear Dr. Yepes:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the DYDC FM is in need of the position as Administrative Aide VI. I am very much interested to apply for the position. In year 1988, I graduated the course Bachelor of Science in Development Communication major in Broadcasting. Then in 2019, I graduated my Master of Management major in Business Management.

I was once a Production Staff in DYAC way back in 2008 under the supervision of Dr. Gabrillo as Station Manager. As DYAC Radio Announcer thru Live Coverage program for 1hour Mondays-Fridays with program entitled "Let's Get Physical". Collecting program materials such as voice clips through interviews and research. Packaged program materials using sound forge for airing, writing scripts and pretest and evaluate.

My experienced as Administrative Officer I/ Social Worker dealing different types of communities in the urban Areas for 10 years in Paranaque with diverse group of stakeholders. In broadcasting related experience as Radio Production Staff in DYDC, article contributor to Obelisks, and RDE Highlights which I'm sure made me effective and efficient in the workplace.

Lastly, as dDRC of the unit Programs and Institutional Accreditation Office (PIAO) at QAC, one of my responsibilities is to prepare budgetary requirements of the years accreditation schedule. My exposure to all quality assurance activities in the quality assurance for more than four (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, I know I can deliver my task beyond expectations.

Hoping for your approval of my request.

Respectfully,


MARIA LILIA B. VEGA
Applicant