

06 August 2025

ALJAY D. VALIDA

Head, Department of Horticulture
Visayas State University
Visca, Baybay City, Leyte

Thru: **DR. HONEY SOFIA V. COLIS**

Director, Human Resource and Management
Visayas State University
Visca, Baybay City, Leyte

Dear sir Valida,

I am eager to apply for the Administrative Aide III position in the Department of Horticulture at Visayas State University. With a Bachelor of Science in Agribusiness from VSU and successful completion of the Civil Service Sub-Professional (First Level) Examination, I fully meet the required qualifications for this role.

My professional experience includes serving as a Clerk at Visayas State University for two years and six months, as well as working as an Enumerator for the Philippine Statistics Authority. These roles have honed my skills in administrative tasks, records management, and effective communication—key competencies for the Administrative Aide VI position.

I am enthusiastic about the opportunity to contribute to your team and support the mission of the National Coconut Research Center. Enclosed are my résumé, transcript of records, Personal Data Sheet (PDS), and other supporting documents for your review.

Thank you for considering my application. I look forward to the possibility of discussing how my background and skills align with the needs of your department.

Sincerely,

Jonalyn A. Bulawan

Applicant