

November 12, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Thru: **Dr. JADE DHAPNEE Z. COMPENDIO**
Head, University Review Services

Dear Ma'am,

Greetings!

I am writing to formally express my interest in the Administrative Aide III (Casual) position. I am confident that my educational background and relevant work experience make me a strong candidate for this role.

I am Rer Aubre B. Dalmacio, 28 years old, single, and a graduate of the Bachelor of Elementary Education major in General Education at Visayas State University, Class of 2017. I am currently employed as a Job Order employee under the Technical Vocational Education and Training (TVET) Office of Visayas State University. In this capacity, I have gained significant experience in providing administrative support, handling documentation, and performing essential clerical tasks required for efficient office operations. Additionally, I have been designated as the acting Deputy Document and Records Custodian (dDRC) of the TVET Office, where I oversee and organize office records and ensure proper documentation processes.

Moreover, my previous work experiences in the private sector and other agencies have further strengthened my organizational skills, attention to detail, and ability to work collaboratively and independently as needed.

I am adaptable, dependable, and willing to undergo any necessary training to further enhance my capabilities and contribute effectively as a member of your team. I am amenable to the hiring process and would appreciate the opportunity to be scheduled for an interview at your convenience.

Thank you very much for considering my application. I look forward to your favorable response and to the opportunity to continue serving Visayas State University in a greater capacity.

Respectfully,


RER AUBRE B. DALMACIO
Applicant