

Rhea R. Pejoto

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JOEL REY U. ACOB

Director
Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Director Acob,

I am writing to express my earnest interest in the position of **Administrative Aide VI (Clerk III)** under the **Quality Assurance Center** of Visayas State University – Main Campus.

As a proud graduate of Visayas State University – Main Campus and a **Civil Service Professional Eligible**, I am eager to contribute my skills and dedication to an institution that has significantly shaped my academic and professional growth. I possess strong organizational, clerical, and communication skills, which I believe are essential in efficiently supporting the operations of the Quality Assurance Center.

I am committed to ensuring accurate documentation, providing reliable administrative support, and assisting in the smooth execution of office processes. With diligence, adaptability, and a strong work ethic, I am confident that I can contribute positively to the Center's mission of upholding quality standards in the university's academic and administrative programs.

It would be a privilege to serve my alma mater through this opportunity. I welcome the chance to further discuss how my qualifications align with the requirements of the position.

Thank you for considering my application. I look forward to the possibility of working with the Quality Assurance Center in advancing the goals of Visayas State University.

Respectfully,



RHEA R. PEJOTO