

October 18, 2024

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City, Leyte

Through: **HONEY SOFIA V. COLIS**
Director, ODHRM
Visayas, State University

Dear President,

As a qualified professional with the experience and strong motivation to perform, please accept my application as one of the aspiring candidates for the vacant position of Administrative Aide III (Casual).

I've been a security guard at this institution for 3 years from April 15, 2019, up to June 2022, from June 2022 to September 2024 I served as an assistant document controller in UDRRMSSO, and now I'm assumed as deputy document controller due to the former DDRC is in Department of Education. I am aware that I performed a vital part in the University wherein serving as a front liner in the office, being held accountable for the peace and order situation, and well-prepared unit in terms of documents, it is my intent as a current clerk in UDRRMSSO, to aggressively extend facilitation and services at this University. With the appropriate knowledge and skills in document mobilization as well as the right set of attitudes and a high level of commitment, I can guarantee you that I can effectively and efficiently deliver a good service output and positively contribute to this University will expect from me.

I'm looking forward to talking with you about this opportunity if you have queries I can be contacted at this mobile number 0927-3300-241, 0916-9130-480.

Thank you for your kind consideration.

Sincerely,



JUDE B. JOSON
adDRC OUDRRM