

October 22, 2025  
**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
ViSCA, Baybay City, Leyte

**Mr. Rotsen B. Labiso**  
Head, Meteorology

Dear Sir,

I wish to submit my application for Administrative Aide III (Utility Worker II), which was endorsed this month October 2025. I believed that my experience and skill set put me in the position to meet the duties and challenges of an Administrative Aide III (Utility Worker II).

I completed my vocational course in Automotive-TESDA in 2009. Since then, I have worked in different departments with administrative duties and have gained knowledge in the various tasks assigned.

I am currently working in the University as a Laboratory Aide (Job Order status) at the Department of Physics. Working in the department has helped me show my competency in laboratory maintenance, messengerial tasks (as the need arises), in maintaining the cleanliness of the department, and other assigned tasks by the dept. head and faculty.

I welcome the opportunity to work in the University with the position offered. Please see my Personal Data Sheet for your reference.

Thank you for your time and consideration.

Respectfully yours,

**HERMIE G. MAZO**  
Applicant