

JULY 2025

**PROSE IVY G. YEPES, EdD**  
**Visayas State University**  
**CIVIL SERVICE COMMISSION**  
**Visca, Baybay City, Leyte**  
**[jobs.vsu.edu.ph/](http://jobs.vsu.edu.ph/)**

**RE: JOB APPLICATION**

**Position Title: Administrative Assistant I**

Greetings!

I, Cris Mariz Concepcion L. Paraon, a licensed professional teacher, am writing to express my interest in the position of **Administrative Assistant I** at **Visayas State University – Main Campus, Baybay City**. I am currently working as an office clerk and field worker at LGU– Baybay City Hall under the **DSWD KALAHI-CIDSS Program**, a temporary 50-day employment engagement which will conclude on **August 13, 2025**. Through this role, I have gained practical experience in administrative support, field coordination, and public service.

As a highly motivated and detail-oriented individual, I am eager to apply my strong organizational skills and proficiency in Microsoft Office Suite and Google Workspace to support the university's operations. I am confident in my ability to adapt quickly, learn efficiently, and contribute positively to your team.

Thank you and God bless.

Sincerely,

Cris Mariz Concepcion L. Paraon  
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[crisparaon08@gmail.com](mailto:crisparaon08@gmail.com)  
**Administrative Assistant I - Applicant**