

August 28, 2025

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City Leyte

Thru: **Crislyn B. Cruz-Cortez**
Director
Business and Resource Generation Office

Dear Dr. Yepes:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Business and Resource Generation Office is in need of the position Administrative Aide VI. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and graduated my degree course Master of Management major in Business Management in 2019.

Recently, I am connected in the Visayas State University Baybay Campus as Deputy Document Records Controller of the Programs and Institutional Accreditation Office one unit of the Quality Assurance. My work experiences in this office developed my capability to manage the Accreditation office both programs and institutional.

Based on my experienced, believed that my capability and technical expertise in the quality assurance related activities to address parameters and benchmark statements not only to AACCUP Accreditation, Philippine Quality Awards and other related program and institutional accreditation.

As dDRC, of the unit Programs and Institutional Accreditation Office (PIAO) at QAC, my exposure to all quality assurance activities for more than four (4) years, I am also in charge of the budgetary requirements of the accreditation, related financial matters and administrative tasks. I am certain that I can perform and deliver the expected output beyond expectation.

Hoping for your approval of my request.

Respectfully,


MARIA LILIA P. VEGA
Applicant