

September 25, 2025

DR. LUZ G. ASIO

Head, Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Asio**,

I would like to express my interest in the hiring of the Administrative Aide III Position that was posted on the university website.

I am currently an Administrative Aide Deputy Document and Records Controller to the Sports Development Office, wherein I am in constant contact with clients, i.e. students and varsity, faculty, and staffs. The job entails multiple responsibilities that includes clerical functions and maintaining the unit's database. I also perform the functions by issuing, maintaining, retrieving and controlling controlled documents; coordinates with and inform relevant personnel on any changes and ensuring the implementation of the control of records. Ensure that there is good coordination to the University Documents and Records Controller and the concerns related to the documents. It requires alertness, accuracy, and protection of information. This experience fits me perfectly to the position.

However, I have no experience as an operator of Reproduction Machine as what posted in the website but if you give me an opportunity and take time to train, I will sincerely do my best.

I am also participating VSU basketball community and one of the organizers of the event happen every VSU anniversary since 2023.

My educational background is on Information Communication Technology and was able to do a one-year internship at Philwebservices. This enhanced my technical knowledge on computer and network management, and especially gained skills in search engine optimization and hosting domain websites. Hopefully this information will add variety to my skills and offer potential opportunities to the company. You can refer to my resume for certificates of competencies I have acquired and more background details.

I sincerely hope you will consider me for this position. With your training and my perseverance, I believe I can execute the job and be an asset to the unit. Thank you very much.

Sincerely yours,

Allen Brian Y. Conde

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