

06 September 2025

MS. CRISLIN B. CRUZ-CORTEZ

Director
Business and Resource Generation Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Cortez:

I would like to apply for the Administrative Aide VI (Clerk III) position posted on the jobs.vsu.edu.ph page.

My name is Monna E. Bengalan, a graduate of BS Statistics at the Visayas State University. I also have graduate units for Master in Agricultural Development at the same university. Additionally, I finished 18 units of Professional Education courses at Eastern Visayas State University and successfully passed the Licensure Examination for Teachers (LET) in September 2024.

I am computer-savvy, which has allowed me to excel in using various software and statistical tools. I believe that my academic background, combined with my adaptability and ability to thrive in dynamic environments, makes me a strong candidate for this role. I am enthusiastic about taking on new challenges and continuously expanding my skill set.

Enclosed are my PDS and other credentials, which provide additional details about my qualifications and professional experiences. Thank you for considering my application.

Sincerely yours,



MONNA E. BENGALAN

Applicant