

December 8, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Ma'am,

This is to convey my interest in applying for a position as Administrative Aide VI (Clerk III) with Plantilla Item number **ADA6-97-2004**. I hold a Bachelor's degree in Bachelor of Elementary Education. I passed the Licensure Examination for Professional Teachers (LEPT) elementary level last September 29, 2024. I graduated as Cum Laude, and I have a Certification of Eligibility granted by the Civil Service Commission pursuant to Presidential Decree No. 907.

I'm seeking the opportunity to share my knowledge and skills and make great contributions to the institution. My Basic Computer Literacy training and organizational abilities acquired from formal education and experience have prepared me well for the responsibilities of this role. I am a highly motivated and quick learner, eager to learn new skills and contribute my skills and enthusiasm to the department.

Please consider my application as an expression of sincere interest. I would enjoy the opportunity to meet you in order to discuss how my skills and experience will enable me to make valuable contributions to your institution. Please feel free to contact me at 09631153843 or by e-mail at jaydeesalidaga127@gmail.com. Thank you for your time and consideration.

Sincerely,

JAYDEE O. SALIDAGA

Administrative Aide VI Applicant