

**Shiela Mae O. Bagarinao**  
Marcos, Baybay City, 6521  
09977733773  
ssmbagarinao@gmail.com

April 23, 2025

**RAYMUND M. IGCASAMA**  
University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Igcasama,

I am writing to address the matter of my work experience and performance rating, as it relates to my application for administrative aide III.

Please be advised that I do not have any formal work experience to date. As such, I do not possess a performance rating or documented professional history. I understand the importance of such evaluations in professional settings and am eager to gain experience that will enable me to contribute meaningfully and grow within the industry.

Although I have not yet had the opportunity to formalize my professional journey, I am committed to learning, growing, and bringing my dedication to any role I undertake. I am confident that with guidance and practical experience, I can develop the necessary skills and performance metrics that will reflect my commitment to excellence.

Thank you for your understanding, and I am happy to discuss any further details or provide additional information as needed. I look forward to the opportunity to contribute to the university and develop my skills further.

Respectfully yours,  
**Shiela Mae O. Bagarinao**