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Mr. Dario P. Lina
Director
NSTP Office
Visayas State University
Visca, Baybay City Leyte

Subject: Application for Administrative Aide III Position

Dear Sir:

I am writing to express my earnest interest in the **Administrative Aide III** position at **Visayas State University**. As a graduate of **Bachelor of Science in Information Technology** from **Southern Leyte State University**, I am confident that my educational background and professional experience have equipped me with the skills necessary to perform effectively in this role.

I previously served as an **Administrative Aide** at the **Department of the Interior and Local Government (DILG), Municipality of Silago Field Office**, where I was responsible for providing clerical and administrative support, managing records, preparing correspondence, and assisting in the implementation of office programs and activities. In addition, I gained valuable experience as a **Science Research Aide** at the **Department of Agricultural Education and Extension Office** at **Visayas State University**, where I developed my organizational, data management, and coordination skills in support of research and extension initiatives.

Through these experiences, I have honed my ability to work efficiently under minimal supervision, maintain accurate documentation, and coordinate effectively with various stakeholders. I am proficient in Microsoft Office applications and possess a strong sense of responsibility, integrity, and dedication to public service.

I am eager to contribute these competencies to the administrative operations of Visayas State University and support its mission of fostering excellence in instruction, research, and extension.

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to your office. Please find attached my résumé and other pertinent documents for your review.

Respectfully yours,

Zyra E. David
Applicant