

**DARYL JAY B. VERIL**

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**VIC ANGELO L. IMPAS**

Head  
Department of Mechanical Engineering  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Impas,

Greetings!

I am writing to express my sincere interest in the Administrative Aide VI (Clerk III), Permanent position at the Visayas State University as advertised. With my educational background, Career Service Professional Eligibility, and commitment to public service, I am eager to contribute to the administrative operations of your department.

I possess the core values and competencies required for the role. I exemplify integrity and professionalism in all tasks entrusted to me, and I am committed to delivering responsive, courteous, and efficient service to clients and stakeholders. I communicate clearly, both in writing and in person, and I work well with colleagues, fostering positive interpersonal relationships. I also adapt easily to changes in the work environment and understand the importance of gender-responsive and inclusive practices within the university.

Through my previous academic and work experiences, I have developed functional competencies aligned with the requirements of the position. I can handle administrative tasks, managing records and documents, preparing basic reports, and providing support in facilitating meetings or exchanges of information. I apply critical thinking and can follow established processes and guidelines to ensure accuracy, organization, and timely completion of work.

I believe that my dedication to service, willingness to learn, and strong work ethic make me a suitable candidate for this position. I am eager to contribute to the efficient operations of the Department of Mechanical Engineering and support the university's mission and goals.

Attached herewith are the required documents for your review. I would be grateful for the opportunity to discuss my application further.

Thank you very much for your time and consideration.

Respectfully yours,

  
DARYL JAY B. VERIL  
*Applicant*