

Jhayson Z. Romero  
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November 23, 2025

**DR. PROSE IVY G. YEPES**

President  
Visayas State University  
Baybay City, Leyte

**Thru: HONEY SOFIA V. COLIS**  
Director, HRMD  
Visayas State University  
Baybay City, Leyte

Dear President Yepes,

I am writing to apply for the position of Administrative Aide VI (Clerk III) at Visayas State University, as listed on the CSC Job Portal. As a holder of a Bachelor of Science in Information Technology and a Career Service (SubProfessional) Eligibility, I am confident that I meet the qualifications for this role and can contribute effectively to the administrative services of the university.

My educational background has equipped me with a strong foundation in critical thinking and problem-solving, which are key functional competencies for this position. Furthermore, my proactive pursuit of professional development is demonstrated through my completion of training programs such as a Python Programming Essentials Course, a seminar on the Data Privacy Act, and HRIS Software Onboarding. These experiences have directly honed my skills in documents and records management, process improvement, and report writing.

Thank you for considering my application. I am eager to discuss how my qualifications and dedication to public service can be a valuable asset to Visayas State University.

Respectfully yours,

  
**JHAYSON Z. ROMERO**  
Applicant