

December 6, 2024

**DR. PROSE IVY GUASA YEPES**

President  
Visayas State University  
Baybay City Leyte

Thru: **DR. ELWIN JAY V. YU**  
VP for Administration and Finance

**Dear Dr. Yepes:**

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Cash Division is in need of a staff as Administrative Officer I in Cash Division. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and also graduated my degree course Master of Management major in Business Management in 2019.

My experience in coordinating in an international funded project implemented by the institution for twelve years and my experienced as dDRC of Programs and Institutional Accreditation Office (PIAO), eleven years in City of Paranaque as CAO I Community Affairs Office I and exposures to all quality assurance activities in the Quality Assurance Center for more than three years, I am certain that I can perform and deliver the expected output beyond expectation.

If given a chance you can be assured of my dedication and willingness to learn qualities that employers usually expect from their employees. I will try to do the best that I can to contribute to the achievements of the institution.

Please consider me as an applicant.

Respectfully,

  
MARIA LILIA R. VEGA  
Applicant