

February 7, 2024

**DR. DANIEL LESLIE S. TAN**

OIC-President

Visayas State University

Baybay City, Leyte

**Through: HONEY SOFIA V. COLIS**  
Director, HRMO  
Visayas, State University


Dear **President Tan**,

As a qualified professional with the experience and strong motivation to perform administrative functions, please accept my enclosed application as one of the aspiring candidates for the vacant position of Administrative Aide III (Casual) under the University Disaster Risk-Reduction and Management, Safety and Security Office.

I've been a security/watchman at this institution for 4 years now and I was organically designated by our Head of Office Dr. Julius V. Abela to do an administrative task in the office in early 2022 and was designated as adDRC of the office starting July 1, 2022 up to the present. Part of my job responsibilities is to have close coordination with our office dDRC and University DRC to continue the implementation of quality standard service to our clients. In addition, I am responsible for assisting in the preparation of vouchers, filing of pertinent documents, and other office tasks. In addition, I have experience working in MSWD and DSWD for 8 years before I started working here at the University, so I am confident that I am capacitated with the skills and knowledge of doing administrative functions. Lastly, I know that I can work effectively and efficiently to perform my duties and responsibilities since I am equipped with the right set of attitudes and a high level of commitment. I can guarantee that I can deliver and exceed the expected output and positively contribute to this University what is expected from me.

I am looking forward to talk with you about this opportunity if you have queries, I can be contacted on this mobile number 09273300241 / 09468726471. Thank you very much.

Sincerely,

  
**JUDE D. JOSON**  
adDRC