

Jan 6, 2022

Dr. Edgardo E. Tulin
President Visayas State University
ViSCA, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
Vice President for Administration and Finance

Dear Sir:

I wish to submit my application for Administrative Aide IV. I believed that my experience, education and expertise position me as perfect candidate for this role.

I completed my Bachelor's Degree in Commerce major in Management in the Holy Name University last March 2002. Since then, I have worked for 17 years in private companies as Inventory Clerk to Buyer/Purchaser and have gained knowledge from the various tasks assigned. I am currently working in the University as a clerk (Job Order status) at the Office of the Head of Recruitment, Selection, Placement and Personnel Records from March 2020-present and was appointed as dDRC in the Office of the Performance, Management and Rewards and Recognition from Jan 2022 to present. Working in the office has helped me show my competency in clerical duties like filing, typing and in dealing with the public. I welcome this opportunity to work in the University with the position offered. Attached is my personal data sheet for your perusal. Thank you for your time and consideration.

Respectfully your,

Emelita S. Pausanos

Clerk