

February 20, 2025

Honey Sofia V. Colis
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Thru: **Prof. Marlon M. Tambis**
Director, PhilRootcrops

Dear **Ma'am Colis**:

Greetings of peace and prosperity!

I am writing to express my interest in applying for the position of Administrative Aide IV (Clerk II). Please consider my application for this position. My name is Janet O. Pasa, and I reside in Brgy. Biasong, Baybay City, Leyte. I am a graduate of the Bachelor of Science in Agribusiness program at this university, and I have passed the Civil Service Examination (Professional) as well as the Clerical Examination.


Currently, I am employed as an Administrative Aide III (Regular Position) at PhilRootcrops, where I have been working since March 2022. Prior to this, I worked as a Clerk at the Department of Agricultural Education and Extension (DAEEEx) for four years. These roles have provided me with valuable experience in clerical and administrative tasks, giving me the confidence and skills to excel in office management and support functions.

I believe I am well-qualified to take on the challenges presented by this position and would appreciate your consideration of my application. Attached are my resume, CV, TOR, diploma, training certificates, and eligibility certificate for your reference.

I look forward to your positive response.

Thank you very much for your time and consideration.

Very truly yours,



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