

JULY 2025

PROSE IVY G. YEPES, EdD
Visayas State University
CIVIL SERVICE COMMISSION
Visca, Baybay City, Leyte
jobs.vsu.edu.ph/

RE: JOB APPLICATION

Administrative Aide III

In response to your recent announcement, I, Cris Mariz Concepcion L. Paraon, am writing to express my strong interest in the **Administrative Aide III** position currently available at **Visayas State University – Main Campus, Baybay City, Leyte**. I am currently employed at the **LGU–Baybay City Hall** as an office clerk and field worker under the **DSWD KALAHI-CIDSS** Program. However, this employment is only temporary, as we are beneficiaries of a short-term engagement lasting 50 days, which is set to end on August 13, 2025.

Through this experience, I have gained valuable exposure to administrative work and field operations. I am a highly motivated and adaptable individual with excellent communication, organizational, and attention-to-detail skills. I am also proficient in Google Workspace and Microsoft Office applications such as Word, Excel, and PowerPoint. I am willing to undergo any training necessary to enhance my skills and am eager to contribute meaningfully to VSU's mission of public service.

I would be grateful for the opportunity to discuss how my dedication and experience can be of value to your team.

Thank you and God bless.

Sincerely,

Cris Mariz Concepcion L. Paraon
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