BRENDA ME P. VALENZONA
Brgy. Gabas
Baybay City, Leyte 6521
+63 936 825 0871
brenda.valenzona@vsu.edu.ph
November 25, 2025

DR. RENEZITA S. COME
Dean, Faculty of Forestry and Environmental Science
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Come,

I am writing to express my interest in the position of **Administrative Aide III (Clerk I)** at the Faculty of Forestry and Environmental Science as advertised in the VSU job postings. With my solid background in administrative work, I am confident that I can contribute valuable skills and a strong work ethic to your office.

I am currently employed on a Job Order status as a dDRC/Clerk in the Department of Biological Sciences, where I provide comprehensive administrative and document-control support. I have served as the department's Clerk for 13 dedicated years from 2012 up to the present, and have been designated as the department's dDRC since the implementation of the ISO system in 2021.

My responsibilities include issuing, maintaining, retrieving, and controlling official documents; assigning document numbers; coding and updating document control systems; managing records; performing data entry; and delivering customer service. I am skilled in handling daily office operations, maintaining accurate and organized filing systems, and supporting teams through timely, efficient clerical work. In addition to these duties, I also perform messengerial tasks as needed.

These experiences have strengthened my organizational, communication, and multitasking abilities. I am proficient in Microsoft Word and other office applications, and I am capable of setting priorities and meeting deadlines even in fast-paced work environments.

I am eager for the opportunity to bring my skills and dedication to the Administrative Aide III position. Thank you for considering my application. I am confident that my background and experience will enable me to excel in this role and make a positive contribution to your office.

Sincerely,

BRENDA ME P. VALENZONA
Applicant