

July 11, 2025

PROSE IVY G. YEPES

VSU President

Visca, Baybay City, Leyte

THRU: **HONEY SOFIA V. COLIS**

Director, HRM

Dear Ma'am Yepes:

I would like to apply for Administrative Aide III Casual position, of Accounting Office, which I saw advertised on the HRIS platform. I have become quite interested in this position.

I am currently an Administrative Aide I with Job Order status at Procurement Office with the function of clerk/AddRC.


I am very much eager to do my job and not to waste this opportunity.

I am confident that my knowledge and strength, combine with my dedication, work ethics and energy will add a measurable value to the organization.

I can be reach anytime at my cp number **09283785222**

Thank you for your time and consideration.

Very Sincerely Yours,


JOMALYN D. ASILOM
Applicant