

28 November 2023

ALELI A. VILLOCINO, Ph.D.

Vice President for the Student Affairs and Services
Office of the Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

Greetings.

I read from VSU HRIS under job posting, that there is a hiring of an Administrative Assistant III to be assigned at the office of the Vice President for the Student Affairs and Services, I am applying for the job.

Presently, I am an Administrative Aide VI assigned at the Department of Meteorology, College of Engineering and Technology. As an administrative staff, it is my duty to support, help, assist and facilitate the daily activities of the department to attain its objectives in compliance with ISO standards that the university is applying for certification. The duties and responsibilities I am doing daily are instruments in molding my character and attitude in becoming efficient, effective, and excellent administrative staff wherever I will be assigned in my future job.

If I am given the opportunity to work as Administrative Assistant, I am very willing to accept more responsibilities attached to this position. I can work with other people even under pressure, willing to learn new things, and can extend hours of working to finish whatever deliverables that need to be complied for the office.

I am willing to come for an interview at your most convenient time. I can be reached of the following address:

1. Department of Meteorology
Visayas State University
Tel. #:+63 534650600 local 1106
2. Email: lorna.abamo@vsu.edu.ph
3. Cell #: 09999938830

Thank you so much for considering me as an applicant for this position.

Respectfully yours,



Lorna B. Abamo