

November 24, 2023

**DANIEL LESLIE S. TAN**

Vice President for Administrative & Finance  
Office of the Vice President for Administration & Finance  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir:

Good day!

I have read in the official VSU HRIS page that your good office is in need of an Administrative Aide VI. I am writing to express my intention to apply for the said position.

I am Joanah Louiela O. Boleche, a graduate of Bachelor of Science in Management at the University of the Philippines Visayas Tacloban College. I am computer literate, hardworking, can easily follow instructions, responsible and I am a reliable person with regards to work. I am willing to get trained and open to constructive criticisms. I am currently working as an Administrative Aide III, assigned in the Bookkeeping Section of the Accounting Office here in the Visayas State University.

My other experiences include being a Census Area Supervisor assigned in Baybay City for the 2020 Census on Population and Housing where I oversee 31 enumerators and 5 team supervisors. Through my coursework and work experiences, I have acquired good communication skills in performing secretarial and recordkeeping tasks, most especially in preparing reports, making communication letters and documenting activities. I passed the Career Service Eligibility (Professional Level) last April 17, 2016 with a general rating of 87.77%.

I have attached my Personal Data Sheet for your review. I am willing to come for an interview at your most convenient time. Please contact me via email at joanah.boleche@vsu.edu.ph or through my mobile phone number at 09613401635.

Thank you for your time and favorable consideration.

Respectfully yours,

  
Joanah Louiela O. Boleche  
Applicant