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**October 16, 2025**

The Administrative Officer  
NSTP Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir/Madam,

I am writing to express my interest in the Administrative Aide III (Clerk I Casual) position at the NSTP Office, as advertised on VSU Job Website. I am confident that my skills, experience, and passion for administrative work make me an ideal candidate for this role.

As a detail-oriented and organized individual with experience as an Assistant Secretary, I possess the necessary skills to provide administrative support to the NSTP Office. My experience has equipped me with excellent communication and interpersonal skills, allowing me to effectively interact with students, faculty, and staff. I am proficient in Microsoft Office applications and have a strong attention to detail, ensuring accuracy and efficiency in my work.

I am particularly drawn to this role because of the opportunity to contribute to the success of the NSTP Office and support the university's mission. I am a team player with a positive attitude, eager to learn and grow with the organization.

In terms of compensation, I am expecting a monthly salary range of PHP 18,000 to PHP 25,000, commensurate with my experience and qualifications.

Thank you for considering my application. I would be thrilled to discuss my qualifications further and explain in greater detail why I am the perfect fit for this role. Please feel free to contact me at cajericcarlamina@gmail.com or 09636698599.

Sincerely,

Carlamina T. Cajeric