



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT  
FOR PLANNING, RESOURCE  
GENERATION AND AUXILIARY  
SERVICES**

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April 4, 2022

**Ms. Honey Sofia V. Colis**

Head, RSP and Personnel Records  
Visca, Baybay City, Leyte

**Dear Ms. Colis:**

Working at this University for the past 31 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned.

Armed with this experience, I would like to apply for an Administrative Assistant III position that recently became available. I believe that I could do a good job in an Administrative Assistant position. And I can assure you that if given higher responsibility I can prove my worth to the office to which I will be assigned in the future and to the University as a whole. I hope I will be given an opportunity to be promoted. And I am confident that this promotion/increment will motivate me to contribute even more to the said office and to the university as well.

Thank you so much for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Dalisay F. Andres", written over a horizontal line.

**DALISAY F. ANDRES**  
Administrative Assistant II