

Lyka S. Bagarinao

Brgy. Marcos Baybay City, Leyte

09107747935

lyka.bagarinao@vsu.edu.ph

October 22, 2025

Engr. John Christian L. Gaviola

Department Head

Department of Civil Engineering

Visayas State University

Dear Engr. Gaviola,

Good day!

I am writing to express my sincere interest in the **Administrative Aide III** position at the Department of Civil Engineering. I am currently serving as an Administrative Support Staff and dDRC in the department, where I've had the opportunity to assist in various office and academic-related tasks that have helped me grow both personally and professionally.

Through this experience, I have developed strong organizational, communication, and multitasking skills that allow me to perform administrative functions efficiently. I have been actively involved in preparing and managing documents, assisting faculty and students with their academic and administrative needs, and supporting departmental operations to ensure a smooth and productive workflow. These experiences have strengthened my ability to work collaboratively and maintain accuracy and professionalism in a dynamic environment.

I take pride in the work I do and remain eager to learn and take on new responsibilities that contribute to the success of our department. I am confident that the knowledge and experience I have gained in my current role have prepared me well for this position.

I would be truly grateful for the opportunity to continue serving the Department of Civil Engineering in this new capacity. Attached are my pertinent documents for your review and evaluation.

Thank you very much for your time and kind consideration.

Sincerely,


Lyka S. Bagarinao