

Jericho B. Decano

Kilim, Baybay City, Leyte

jerichodecano@gmail.com

09456224811

November 25, 2025

Renizita S. Come

Dean

Faculty of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Dear Maam,

Good day! I am writing to express my interest in the Administrative Aide position. I am currently working as an Administrative Aide in the Records Room in the University Registrar, where I handle student documents, organize files, and assist in day-to-day front desk operations. These duties have allowed me to develop strong skills in records management, customer service, and administrative support.

My role requires me to verify documents, solve issues involving incomplete or inconsistent records, and apply the correct procedures to keep our operations running smoothly. I also coordinate with students, parents, and different offices, which has strengthened my communication and facilitation skills. I take pride in being patient, approachable, and reliable in guiding people through their concerns.

In addition, I regularly update records, prepare logs, and ensure that documents are properly archived and secure. These responsibilities have helped me build an organized workflow and a good sense of process management, which I believe would be valuable in the position I am applying for.

Thank you for reviewing my application. I would be glad to further discuss how I can contribute to your office and support its administrative functions. I appreciate your time and consideration.

Sincerely,

Jericho B. Decano