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October 03, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City, Leyte

Thru: **MOISES NEIL V. SERIÑO**

NAPB Chairman

Dear Dr. Yepes:

Greetings of peace and goodwill!

I am writing to express my interest in the position of Administrative Aide IV at Visayas State University, as posted on the HRIS.

I am a graduate of BS in Agribusiness from VSU and currently serve as Administrative Aide III at the VSU Budget Office. With over a year of experience in administrative and financial operations, I have developed strong skills in data encoding, records management, HRIS processing, and financial reporting.

I am proficient in office systems and tools, with hands-on experience in fund monitoring, document tracking, and ensuring the accuracy of financial transactions. I uphold VSU's core values of integrity, professionalism, and service excellence, and remain committed to continuous learning and improvement.

Thank you for considering my application. I look forward to the opportunity to continue serving VSU in a permanent capacity and am available for an interview at your convenience.

Sincerely,



Angelica Petallar Pole