

Subject: Application letter  
Position Title: Administrative Aide VI (Clerk III)  
Office: Supply and Property Office

**VIVIAN V. BALBARINO**

Head  
Supply and Property Office  
Visayas State University  
Visca, Baybay City, Leyte

Ms. Balbarino:

I hope this email finds you well. I am writing to express my keen interest in the Administrative Aide VI (Clerk III) position at VSU-SPO, as advertised on jobs.vsu.edu.ph portal online. Please find attached my curriculum vitae for your consideration. I am confident that my skills and experience align with the requirements outlined in the job description. I have a proven record in administration assistant, and I am deeply passionate about being an assistant. I believe I can make a meaningful contribution to the establishment's success and would welcome the opportunity to discuss this further.

Enclosed is my Personal Data Sheet, Certificate of Eligibility in Civil Service, Transcript of Records and Diploma for your review.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,



**MARIA GLOUNESZA NENA T. PALO**  
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