

**MARIO LILIO P. VALENZONA**

**Director**

**Project and Development**

**Visayas State University**

**Visca, Baybay City, Leyte**

Dear Sir/Madam,

I am writing to express my interest for the Administrative Aide VI position, as announced in the VSU HRIS portal. I am particularly drawn to this role as the qualifications outlined align well with my skills and professional experience.


I earned my bachelor's degree from Visayas State University in June 2018 and subsequently passed the Licensure Examination in Agriculture in November 2019. In addition, I recently passed the Civil Service Examination for Professionals this March 2025.

Currently, I am employed as an Administrative Aide III (Clerk) under a job order status in the University Registrar's office at Visayas State University - Main Campus. I believe that this position will enable me to effectively contribute my skills and experience in a professional capacity.

Attached is my Personal Data Sheet for your review and consideration.

Thank you for your time and consideration. I look forward to the possibility of contributing to your office.

Sincerely,



JOAN R. PATONONA