

Zone 5, Brgy. Guadalupe  
Baybay City, Leyte  
July 8, 2025

**DR. IVY PROSE G. YEPES**

University President  
Visayas State University  
Baybay City, Leyte

Thru:

**LOUELLA C. AMPAC**

Director  
Finance Management Office, VSU

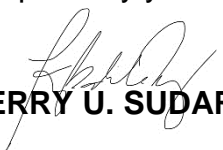
Dear **Dr. Yepes**:

I am writing to express my interest in applying for the Administrative Aide III (Clerk I) in the **Finance Management Office**. In my almost 4 years of experience as Customer Associate (Supervising Teller) in **Landbank of the Philippines**, I have acquired skills that can contribute to your institution. Key skills I have to bring in this role include: a keen eye for detail, strong analytical skills enabling me to identify discrepancies and implement corrective measures promptly; demonstrate expertise in maintaining compliance and company policies. Moreover, I am adept at adapting to dynamic work environments and thrive under pressure.

I am excited about the prospect of bringing my expertise to your team and contributing to your continued success.

Enclosed are my Personal Data Sheet (PDS) and Transcript of Records (TOR) that provide further details about my professional background. I would welcome the opportunity to discuss how my skills align with the needs of your organization. I am looking forward to the possibility of contributing to the success of VSU.

Respectfully yours,

  
**KERRY U. SUDARIA**