

April 10, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Baybay City, Leyte

Thru: **Dr. Neil Moises V. Serião**

Vice President for Administration and Finance

Dear Ma'am:

I wish to submit my application for Administrative Aide VI, which was endorsed last March 31, 2025. I believed that my experience, education and skill set put me in the position to meet the duties and challenges of an Administrative Aide VI.


I completed my Bachelor's degree in Agribusiness in April 2013. Since then, I have worked in different companies with administration duties and have gained knowledge in the various tasks assigned.

I am currently working in the University as a department clerk at the Department of Mathematics. Working in the department has helped me show my competency in clerical duties like filing, processing of documents, and dealing with the public.

I welcome the opportunity to work in the University with the position offered. Please see my Personal Data Sheet for your reference.

Thank you for your time and consideration.

Respectfully,


GENALYN M. APAS
Applicant