

April 4, 2025

**MARK RYAN R. TRIPOLE**

Head

Department of Pure and Applied Chemistry

Visayas State University

Visca, Baybay City, Leyte

**Thru: HONEY SOFIA V. COLIS**

Director, Human Resource Management Office

Dear **Mr. Tripole**,

I am writing to express my interest in the Administrative Aide I position (Utility Worker) within your esteemed office, as recently brought to my attention by a reliable source. Please accept this letter as my formal application for the role.

My name is Nicols Rey A. Puna, and I have been serving as a Security Watchman at our institution for the past two years. During this time, I have worked under the leadership of Mr. Gerald M. Rivera, Chief, Security and Safety Services, and under the direct supervision of Mr. Edilberto Mendoza. My experience has allowed me to develop a strong work ethic, attention to detail, and a positive attitude toward my responsibilities. I am confident that these qualities, along with my dedication to ensuring the safety and security of the campus, will enable me to effectively contribute to the goals of your office in this new role.

I am highly motivated to transition into the Administrative Aide I role and am eager to bring my skills and enthusiasm to this new challenge. I am committed to upholding the standards of service and professionalism expected in this position.

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications further and am available at your convenience for an interview. I look forward to the possibility of contributing to your office. Please don't hesitate to get in touch with me if you have any queries at this number +639218321203 or by email at [nicols.puna@vsu.edu.ph](mailto:nicols.puna@vsu.edu.ph).

Sincerely yours,



NICOLS REY A. PUNA  
Applicant