

M.L Quezon Street  
Baybay City, Leyte  
May 4, 2024

**Prose Ivy G. Yepes**

President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Elwin Jay V. Yu**  
Vice President for Admin. & Finance and  
Chairman, Non Academic Personnel Board (NAPB)  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Yepes**:

Greetings!

In response to the posted job vacancy for Administrative Assistant II, please consider this as an application letter for the said position.


I am Mona Nena B. Geraldo; I finished my bachelor's degree in Agribusiness under the College of Management and Economic. I am employed at this since 2017 till present. I'm also the assigned deputy document and records controller at the office. The knowledge and training gained through my work enabled me to develop my skill as evidenced and ability to continuously improve service operation, reputation for strong work ethic and uncompromising devotion to serve.

If given the chance, you can count on my dedication, dependability and willingness to learn. Attached herewith are my records for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you and God bless!

Respectfully yours,

  
**MONA NENA B. GERALDO**  
Applicant