

**Basco, Ma. Fe O.**

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July 31, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Dear Madam,

Greetings!

I am writing to respectfully express my intention to apply for the position of **Administrative Aide III (Clerk I)** at the Office of the Vice President for Research, Extension and Innovation. I believe my academic background and relevant experience make me a suitable candidate for this position.

I am a graduate of Bachelor of Science in Economics majoring in Environmental and Development Economics from Visayas State University and I hold Career Service (Professional) Eligibility. I completed my internship at the DENR-Environmental Management Bureau Regional Office 8, where I was assigned to the Finance and Administrative Division. During this period, I was exposed to various administrative tasks, including document processing and monitoring, recordkeeping, and assisting in the preparation of administrative reports and official communications. This experience has helped me develop skills essential for effective administrative work in the government sector.

I am confident that my training and exposure to actual administrative operations have equipped me with the necessary skills and work ethic required for the position. I am detail-oriented, efficient in handling clerical responsibilities, and capable of working independently or as part of a team. I am eager to contribute to the office's mission in delivering quality public education by ensuring strong administrative support.

I have attached my Personal Data Sheet (PDS), certificate of eligibility, and other pertinent documents for your review. I am available for an interview or any qualifying examination at your most convenient time.

Thank you for considering my application. I look forward to the opportunity to be of service to your office.

Respectfully yours,

**Ma. Fe O. Basco**