

AUGUST 11, 2025

DR. PROSE IVY G. YEPES
President
Visayas State University
ViSCA, Baybay City, Leyte

Dr. Aleli A. Villocino
VP for Student Affairs and Services
ViSCA, Baybay City, Leyte

Dear Dr. Yepes,

I am writing to express my interest in the Administrative Aide III (Permanent) position at VSU Dean of Students Office (Student Affairs and Services). I am currently assigned at the VSU Accounting Office as the In-charge of Students' Account, where I manage the students accounts and process transactions. Alongside this, I am also appointed as an alternative Ddrc where I help and assist the Ddrc regarding ISO and office related documents.

Working as the In-charge for Students' Accounts, I was able to enhance and acquire useful experience in a variety of administrative duties. Through these roles I was able to understand and enhance my ability to handle sensitive data with integrity and competencies that align closely with the demands of student assessment works. I have also gained valuable experience coordinating with different related departments addressing student concerns promptly. Furthermore, I hold a Civil Service Sub-Professional Level Eligibility which affirms my qualification and I am dedicated to maintaining the standards of professionalism, effectiveness and service in my work.

I believe that my practical experience and familiarity with the institution's systems, my work ethics and commitment to upholding fairness in student assessment make me a strong candidate for this position. I am confident that my commitment, efficiency and integrity will be an asset in maintaining fairness and accuracy in assessment process. It would be an honor to continue serving and contribute to this institution's mission.

Thank you for taking the time to consider my application.

Sincerely,

JEAH MAE C. EBERO
Applicant