

DARYL JAY B. VERIL

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RENEZITA S. COME

Dean

Faculty of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Dear Dean Come,

Greetings!

I am writing to express my interest in the position of **Administrative Aide III (Utility Worker II)** under the Faculty of Forestry and Environmental Science. I am eager to join your office and contribute to maintaining a clean, safe, and well managed environment that supports the daily operations of the university.

While the position does not require experience or eligibility, I bring a strong sense of responsibility, discipline, and willingness to perform tasks that ensure the cleanliness, orderliness, and safety of work areas. I am committed to following established procedures, upholding workplace safety, and supporting waste management and sanitation practices. I am also adaptable, able to work effectively with supervisors and colleagues, and capable of learning new tasks quickly.

I embody the core competencies required for this role, particularly integrity, professionalism, service excellence, and effective communication. I understand the importance of teamwork, respect, and cooperation in maintaining a safe and productive environment. I am also supportive of gender responsive and inclusive practices in the workplace.

Additionally, I am ready to assist in tasks related to waste segregation, sanitation, risk reduction, and workplace safety as required by the university. I am committed to performing my duties with diligence, reliability, and a strong work ethic.

I would be grateful for the opportunity to serve the university and contribute to its operations through this position. Attached are the required documents for your consideration.

Thank you very much for your time and kind attention.

Respectfully yours,


DARYL JAY B. VERIL
Applicant