

4 April 2025

**Dr. PROSE IVY G. YEPES**

President, Visayas State University  
Baybay City, Leyte

**Thru: Dr. Moises Neil V. Serio**  
Chairman NAPB

*Dear Dr. Yepes:*

I learned from a very reliable source that you are in need of Administrative Aide VI position in Planning Office . In this light, please consider me as an eager applicant for the position.

I am Niffa C. Gofredo, 32 years old, married and resident of Brgy. Hibunawan, Baybay City, Leyte. I worked as Clerk Assistant at the Public Attorney's Office, Baybay City for 1 year. Since November 2019 up to present, I was assigned as Job Order Clerk at the Culture and the Arts Office, Visayas State University, with this I am willing to learn more and able to contribute my knowledge for this position.

If given a chance to work in your good administration, I will be very professional, committed and honest in doing the job that I will be assigned to. I will be glad to appear for an interview at that time most convenient to you. You can contact me through my mobile phone number 09359472537.

Thank you very much.

Very truly yours,

  
**NIFFA C. GOFREDO**  
Applicant