

ANGELICA PETALLAR POLE

Hipusngo, Baybay City, Leyte, 6521

+63 928 936 4013

petallar.angel8@gmail.com

July 04, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City, Leyte

Thru: MOISES NEIL V. SERIÑO

NAPB Chairman

Dear Dr. Yepes:

Greetings of peace and goodwill!

I am writing to formally express my interest in the position of Administrative Aide IV (Clerk II, Permanent) at Visayas State University, as advertised in the VSU Human Resource Information System (HRIS).

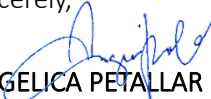
I am a graduate of Bachelor of Science in Agribusiness from Visayas State University and currently employed as an Administrative Aide III at the VSU Budget Office. Over the years, I have developed strong competencies in clerical and financial operations including document management, encoding data in HRIS, assisting in the preparation of reports for national agencies, and performing fund monitoring and liquidation activities. These responsibilities have given me a solid foundation in university operations, particularly in administrative and budgeting functions.

In addition to my work experience, I possess Career Service Subprofessional Eligibility and demonstrate a commitment to core public service values such as integrity, professionalism, service excellence, and gender-responsiveness. I communicate effectively, work collaboratively, and adapt easily to changes in the workplace. I am also proficient in office productivity tools and ICT systems, which support efficient and accurate documentation and records management.

I am confident that my current experience and dedication to continuous improvement align with the core and functional competencies required for the position. I am especially drawn to the opportunity to serve the University in a permanent capacity, where I can further contribute to its mission and operational efficiency.

Thank you very much for considering my application. I would be grateful for the opportunity to appear for an interview at your most convenient time.

Sincerely,



ANGELICA PETALLAR POLE