

02 April 2024

**MS. HONEY SOFIA V. COLIS**

Director, HRMD  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DR. MOISES NEIL V. SERIÑO**  
VP of Administration and Finance  
Chairperson, NAPB

Dear Ma'am,

Greetings!

I am writing to express my interest in applying for Administrative Aide III (casual) position in HRMD. I am Josie Y. Jayme, 29 years old, married, physically healthy, and a resident of Brgy. Kilim, Sitio San Isidro, Baybay City, Leyte. I have been working as a Job Order Clerk in the VSU particularly in HRMD-RSPPRO for 2 years and 5 months.

For my almost 3 years of working as a Clerk, I learned a lot of things like more patient and to be passionate and to excel in everything I do.

I believe that my experience and skills would be very useful to the said position I am applying for. Rest assured; I will do my very best to be an asset to your institution. Attached herewith is my PDS to see my personal information.

I am willing to come for an interview anytime at your convenience. Please contact me on this number **0915-974-9471**. I am hoping that my application will be noticed.

Thank you and God Bless you.

Respectfully Yours,

JOSIE Y. JAYME  
Applicant