

May 30, 2024

DR PROSE IVY G. YEPES

President Visayas State University
ViSCA, Baybay City, Leyte

Thru: **DR ELWIN JAY YU**

Vice President for Administration and Finance

Dear Sir:

I wish to submit my application for Administrative Assistant II. I believed that my experience, education, and expertise position me as perfect candidate for this role.

I completed my Bachelor's Degree in Commerce major in Management in the Holy Name University last March 2002. Since then, I have worked for 17 years in private companies as Inventory Clerk to Buyer/Purchaser and have gained knowledge from the various tasks assigned. Im working in this prestigious University as a clerk/dDRC at the HRMO from March 11, 2020 to March 30, 2023. Currently, I am assigning in the Department of Soil Science from April 1, 2023-present. Working in the office has helped me show my competency in clerical duties like filing, typing and in dealing with the public. I welcome this opportunity to work in the University with the position offered. Attached is my personal data sheet for your perusal. Thank you for your time and consideration.

Respectfully yours,

Emelita S. Pausanos

Applicant