

September 30, 2025

Dr. Prose Ivy G. Yepes
President
VSU, Visca, Baybay City, Leyte

Thru: Dr. Maria Vanessa E. Gabunada
Dean, Faculty of Social Sciences

Dear Ma'am:

Greetings!

I am writing to express my interest to apply in the vacant position of Administrative Aide III, Casual at this institution.

With my 13 years of working experience at Visayas State University, I believe I am capable of fulfilling the duties required for the position.

Attached to this letter are my resume, transcript of records, certificate of employment for your reference.

I hope this application is given due consideration.

Thank you.

Very Respectfully yours,



CAREN G. ALIANZA
Applicant