

April 07, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. MOISES NEIL V. SERIÑO
Vice President for Administration and Finance

Dear Dr. Prose Ivy G. Yepes

I have learned that the university has a vacant position of an Administration Aide I, thus I wish to apply for the said position.

I am Alan M. Piamonte, legal age, a college level in Associate in Computer Technology at Franciscan College of the Immaculate Conception (FCIC), Baybay, Leyte Inc. Presently I am working at the Department of Business and Management (DBM) on a job order basis as Utility/Messenger and Department of Liberal and Behavioral Sciences for ten years. If I am given a chance for this opportunity, I can attest you of my dedication for being a hardworking and can easily get along well with others. Please see attached resume for your reference.

Hoping for your kind consideration on this application.

I am willing for an interview anytime at your most convenient. You can reach me through this mobile number 0936-123-1178.

Thank you very much.

Very truly yours,


ALAN M. PIAMONTE
Applicant



VISAYAS
STATE UNIVERSITY

**FACULTY OF
MANAGEMENT AND
ECONOMICS**

April 3, 2025

Ms. Honey Colls

Director, Human Resource Management & Development

Visayas State University

Visca, Baybay City, Leyte

Dear **Madame Colls**,

Greetings!

I am writing this letter to express my wholehearted recommendation for Mr. Alan Piamonte in his application for the position of Administrative Aide I at the VSU Integrated High School.

I had the pleasure of working closely with Mr. Piamonte when I was the Head of the Department of Business and Management at Visayas State University, where he served as a utility personnel. Throughout his tenure, Mr. Piamonte consistently demonstrated exceptional commitment, reliability, and a high level of professionalism that makes him a strong candidate for the position he is applying for.

One of Mr. Piamonte's most commendable traits is his strong sense of initiative. He does not wait to be told what to do—rather, he anticipates the needs of the department and takes action accordingly. His sense of responsibility is deeply rooted, and he always completes his tasks within the set time frame without compromising quality. Even with minimal supervision, Mr. Piamonte is able to deliver outstanding outcomes, showing that he is self-driven and capable of working independently.

Despite being assigned to three units simultaneously—the Department of Business and Management (DBM), the Institute for Strategic Research and Development Studies (ISRDS), and the Faculty of Management and Economics (FME)—Mr. Piamonte managed his schedule effectively and ensured that his responsibilities were carried out with the highest standard. Mr. Piamonte is also very willing to accept additional responsibilities assigned by his supervisors. Whether it be logistical tasks, maintenance duties, or assisting in office support functions, he approaches each one with a positive attitude and an eagerness to help. He works well with others, fosters good working relationships with faculty and staff, and always shows respect and professionalism in the workplace.

Furthermore, he possesses qualities that are essential for administrative support roles: dependability, discretion, diligence, honesty, and a strong work ethic. His ability to keep the workplace organized, clean, and conducive to learning and productivity greatly contributed to the efficient operation of our office and classrooms. He also demonstrates a high level of integrity and trustworthiness, which makes him someone you can confidently depend on.

Given these qualities, I have no doubt that Mr. Alan Piamonte will be a valuable asset to the VSU Integrated High School. I strongly support his application and am confident that he will bring the same level of dedication, reliability, and excellence to your institution as he did during his time with us.



FACULTY OF MANAGEMENT AND ECONOMICS
Visayas State University, PQWV+WQ4 Baybay City, Leyte
Email: cme@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1108



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Please do not hesitate to contact me if further information is required.

Truly yours,


MARK C. RATILLA
Dean, FME

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.