

April 16, 2025

APPLICATION LETTER

DR. MOISES NEIL V. SERIÑO

Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Seriño,

I am writing to express my interest in applying for the Administrative Aide Iv (Clerk II) position at Visayas State University (Visca) OVP Admin and Finance. I hold a Bachelor of Secondary Education, major in Social Studies, and I am currently enrolled in the Master of Arts in Education Major in Social Studies program at Leyte Normal University. I am confident that my academic background and professional experience align well with the requirements of the position.

Since July 2024, I have been serving as a volunteer teacher at Tanauan National High School, where I have been honing my teaching skills and engaging with students to foster their academic and personal growth. I have also passed Civil Service Examination – Professional Level in August 2023, the Licensure Examination for Professional Teachers in March 2024, and the Fire Officer Exam in June 2024. Additionally, my role as the Secretary of the Sangguniang Kabataan in Barangay Pago has provided me with valuable organizational and leadership skills.

Through my experiences in teaching and community service, I have developed a comprehensive skill set essential for the teaching profession and I am eager to contribute to the VSU community and am confident in my ability to uphold its standards of excellence. Thank you for considering my application. I welcome the opportunity to discuss how my qualifications and experiences can contribute to the success of your institution.

Sincerely,


GENECAESAR F. CAIBIO
Applicant