

Rubio Timkang

Brgy. Bagong Lipunan, Matalom, Leyte
09612403737

May 22, 2025

LEO A. MAMOLO

Dean, FTE

Dear Ma'am,

I am writing to formally express my interest in the Admin Aide IV position recently posted vsu job site, I am serving as a Casual Administrative Aide under the DPBG.

Prior to my current role, I served as an **Administrative Aide** for three years as JO, and as a **Research Assistant** under the ITEEM for two years. These experiences honed my skills in records management, data organization, communications, and logistical support. Over the years, I have developed a keen sense of responsibility, adaptability, and commitment to public service.

As a casual employee, I have consistently demonstrated reliability and initiative, ensuring that office operations run smoothly and that tasks are completed promptly and accurately. I am eager to continue contributing to the goals of the office, now with a greater level of responsibility and accountability.

I would be honored to further discuss how my experience and dedication align with the needs of your office. Attached are my updated Personal Data Sheet and other necessary documents for your consideration.

Thank you very much for your time and consideration.

Respectfully yours,

RUBIO B. TIMKANG