

July 10, 2025

Human Resource Department
Visayas State University
VSU, Baybay City, Leyte, Philippines 6521

Dear Mam / Sir:

Good day! I am Christopher John Sta Iglesia, legal age, married; and a resident of 446 Brgy. Kilim, Baybay City, Leyte, Philippines 6521.

Currently, working as Staff at Visayas State University for the Accounting Department as Admin Aide III (JO).

My experience here at the Accounting Office gives me ample experience to apply or upgrade higher position if given the opportunity. As, I have this eagerness in applying as an ADMINISTRATIVE AIDE III (Clerk I) for the OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT.

Facing day to day errands gives me the courage to do the job better.

I am looking forward for an interview once opportunity is given on my favor.

Thank You and God bless.

Sincerely,

CHRISTOPHER JOHN M. STA.IGLESIA
446 Brgy. Kilim, Baybay City, Leyte | 639232934750
christopher.staiglesia@vsu.edu.ph