

DEBRA JEAN M. DALIN-AS

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August 18, 2025

Dear Dr. Valida,

Good day Sir! My name is Debra Jean M. Dalin-as. I am writing this application to express my interest in the Office Clerk I/Administrative Aide III in your humble office, the Department of Horticulture, Visayas State University. As an Agribusiness graduate, I believed that the skills in customer service, time management and my passion for helping others and experiences that I have gained makes me a valuable candidate as Clerk I. I have worked and served as a JO clerk in the Graduate Education for the past 4 years and 8 months and now currently working here as SRA in the Extension Office since July 2025. I have become confident in my ways of dealing with diverse personalities that enabled me to work effectively individually or in groups. I am looking for a permanent job where I can provide for my family, use my skills and hopefully learn new ones. I am with great excitement to work with your staff to help your office grow and flourish in the next years.

Hoping that this letter of application brings your attention for considering me as one of your employees.

Thank you, and more power.

Very truly yours,



DEBRA JEAN M. DALIN-AS

Applicant