

YLIZIAH JELL C. FELIPE

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November 27, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University,

Baybay City, Leyte

Dear Ma'am Colis,

Good day!

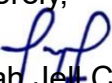
My name is Ylizabeth Jell C. Felipe, and I am writing to express my interest in the Administrative Aide VI (Clerk III) position at VSU Main, with a Plantilla Item Number ADA6-118-2023, as advertised on the job posting at the Civil Service Job Portal. Please find the attached Personal Data Sheet and other required documents for your review.

I am currently an undergraduate student at Visayas State University, having earned 144 units toward a Bachelor of Science in Tourism Management. Having thoroughly researched your organization's mission, I strongly believe that my skills and attributes align with the agency's values.

My background in sales within the BPO industry has strengthened my organizational and communication skills, while my passion in technology and attention to detail equip me to handle documentation and information management with accuracy. These experiences, along with my adaptability and commitment to supporting organizational goals, makes me an ideal candidate for this role. If given the chance, I am confident that I can contribute effectively to the works and activities of the administrative section.

Thank you for considering my application. I look forward to the opportunity of discussing how my skills and experiences can contribute to the success of your organization.

Sincerely,


Ylizabeth Jell C. Felipe
Applicant