

July 02, 2025

HONEY SOFIA V. COLIS

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Ma'am:

Greetings of peace and excellence!

I am writing to express my intent formally to apply for **Administrative Aide IV** (Clerk II) under your administration posted at jobs.vsu.edu.ph. As a licensed teacher and aspiring educator, I am deeply committed to contributing to the VSU mission and vision of providing quality service to staff and students and fostering the holistic development of the university.

I graduated from Visayas State University (VSU) last March 2023 with a Bachelor of Secondary Education Major in English and passed the board exam for teachers last March 2024. I worked as Administrative Support Staff (ASS/COS) at San Agustin Elementary School from April 1, 2024, to December 31, 2024. With my dedication to excellence and passion for teaching, I am confident in my ability to contribute meaningfully to the success of the university.

I would be grateful for the opportunity to discuss how I can contribute to the university's goals. Please feel free to contact me at **09658844805 / 09466991471** or reggieababat29@gmail.com for any additional information. Thank you for considering my application.

Respectfully yours,

REGGIE B. ABABAT