

October 13, 2025

MS. DORYN JAN L. AVILA

Head, Department of Business and Management
Visayas State University
Baybay City, Leyte

Dear Ms. Avila:

I am writing to express my interest in the **Administrative Aide III** position in the Department of Business and Management. I have been serving as a **Clerk** under a Job Order status since **June 2017**, where I have gained substantial experience in administrative support, records management, and office coordination. I also function as the **Deputy Documents and Records Controller (dDRC)** of the department, a role that has strengthened my skills in documentation and information management.

Over the years, I have participated in various **seminars, trainings, and workshops** conducted by VSU, which have deepened my understanding of the university's systems and procedures. These experiences have equipped me with the knowledge and efficiency needed to contribute effectively to departmental operations.

I hold a **Bachelor of Science in Business Administration**, major in Human Resource Development Management, and a **Certificate of Professional Education**. I am currently pursuing a **Master of Public Administration** with **27 units** completed. In addition, I have **passed the Licensure Examination for Teachers (LET)**, granting me **Civil Service eligibility**—one of the key qualifications for the position.

With my educational background, eligibility, and over seven years of dedicated service at VSU, I am confident in my capability to perform the duties of an Administrative Aide III with competence, integrity, and professionalism. I look forward to the opportunity to continue serving the university in a more permanent capacity.

Thank you for considering my application.

Respectfully yours,



SHEILLO G. CATORCE

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