

June 13, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

HRMDO Director

Dear **Ms. Colis**,

I am writing to express my interest in the position of **Administrative Aide I** as advertised. I am **Mardel C. Pabroquez**, 41 years old, single, and a resident of Brgy. Patag, Baybay City, Leyte. I have been working as a Messenger at the Faculty of Veterinary Medicine for almost 3 years now. With my strong organizational skills, keen attention to detail, and dedication to public service, I am confident that I can contribute effectively to your team.

For these years of working, I have learned and developed administrative and clerical competencies, especially through utility messengerial services. I am proficient in basic office procedures and tools, and I am willing to learn and adapt to the specific needs of your office. I am eager to bring my sense of responsibility and reliability to your institution. I believe that my willingness to serve and my positive attitude make me a good fit for the position and for your team.

Attached herewith is my PDS for your consideration. I am available for an interview at your most convenient time and would be grateful for the opportunity to further discuss how I can be of service to your office. Please contact me with this number **0994 411 8436**.

Thank you for considering my application. I look forward to the possibility of working with you.

Respectfully Yours,

MARDEL C. PABROQUEZ

Applicant