

May 20, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to formally express my interest in the Administrative Aide III (Clerk I) permanent position. I am confident that my educational background, relevant work experience, and eagerness to continue learning make me a strong candidate for this role.

My name is **Rer Aubre B. Dalmacio**, 28 years old, single, and a graduate of Bachelor of Elementary Education, Major in General Education from Visayas State University, Class of 2017. I am currently employed as a Job Order (JO) employee under the Technical Vocational Education and Training (TVET) unit here at Visayas State University. In this role, I have gained valuable experience in administrative support, documentation, and a variety of clerical tasks essential to efficient office operations.

In addition, I previously worked as an Enumerator for the Philippine Statistics Authority contract of service, and I have also been employed in the private sector particularly in sales industry. These roles helped me develop strong skills in data entry, organizational work, and attention to detail.

I am adaptable, dependable, and willing to undergo any necessary training to become a more effective and efficient member of your team. I am amenable to all hiring procedures and would appreciate the opportunity to be scheduled for an interview at your convenience.

Thank you very much for considering my application. I look forward to a favorable response and to the opportunity to continue serving Visayas State University in a greater capacity.

Respectfully,


RER AUBRE B. DALMACIO
Applicant