

March 19, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes,

Good day!

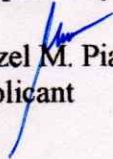
I am writing to express my sincere interest in applying for the Administrative Assistant I position currently available at Visayas State University. My name is Raizel M. Piamonte, a resident of Brgy. Pangasugan, Baybay City, Leyte. I am currently employed at the Supply and Property Management (SPM) of VSU as an Administrative Aide III under a Job Order contract.

With over eight years of experience at Visayas State University, coupled with my successful completion of both the VSU Clerical Examination and the Civil Service Examination for Sub-Professional Level, I am confident that my skills and qualifications align with the requirements for this position. I am eager to secure a regular position within this esteemed institution, where I can further contribute to its mission and goals.

I would greatly appreciate the opportunity to discuss my qualifications in more detail. Please feel free to contact me at your convenience by phone at +63 945 733 3320 or via email at raizel.piamonte@vsu.edu.ph.

Thank you very much for your time and consideration. I look forward to your positive response.

Respectfully yours,


Raizel M. Piamonte
Applicant