

APPLICATION LETTER
For: Administrative Aide III (Clerk I)
From: Judie Ann J. Ligutan

October 13, 2025

QUEEN-EVER Y. ATUPAN
Head, Cashiering Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Atupan,

Greetings!


I am writing to formally express my interest in the **Administrative Aide III (Clerk I) (Permanent)** position in your office. My name is **Judie Ann J. Ligutan**, 27 years old, and a resident of **Matlang, Isabel, Leyte**. I am a **Licensed Professional Teacher** and a **bachelor's degree holder**. With my educational background, professional license, and dedication to public service, I believe I am well-qualified for the position and can contribute effectively to your office.

I have relevant experience in both academic and administrative settings, having served as a preschool teacher for several years, a secretary in a private business, an HR Assistant, and currently as an **Administrative Aide III** in the Cashiering Office. These roles have equipped me with valuable skills in document handling, communication, ICT use, and customer service.

In addition, I actively participate in community and leadership activities and have completed various training programs, including Basic Occupational Safety and Health (**BOSH**) and Human Resource-related seminars. I am committed to continuous learning and professional growth. I have nearly two years of experience as a Safety Officer with Metalite Builders Development Inc., a private company, during which I was assigned to the PASAR project in Isabel, Leyte.

Attached are my Personal Data Sheet (PDS), photocopy of professional teaching license, transcript of records, and other supporting documents. I am ready to comply with any further requirements you may need and am willing to be assigned where I can be of most help.

Thank you very much for considering my application. I hope for the opportunity to continue serving VSU and contributing to its mission of excellence in public service.


Respectfully yours,
Judie Ann J. Ligutan

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