

November 13, 2025

JADE DHAPNEE Z. COMPENDIO

Head

University Review Services

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my interest in applying for the Administrative Aide III position at the Office of the University Review Services in Visayas State University, Baybay City, Leyte. As a graduate of Bachelor of Science in Environmental Management from Visayas State University, I am confident that my academic background, combined with my hands-on experience, has equipped me with the skills needed to contribute effectively to your team.

Currently, I am employed as a database encoder in Visayas State University's Alumni and Community Relations Office. This role has provided me with extensive experience in administrative support, document processing, and data management, which I believe are directly applicable to the position. My ability to organize, prioritize, and maintain accuracy in a fast-paced environment will enable me to meet the requirements of the role.

I have attached my Personal Data Sheet (PDS) for your review. I would welcome the opportunity to discuss my qualifications further and am available for an interview at your convenience. You can reach me via email at baltazar.environment@gmail.com or by phone at 0938-500-9078.

Thank you for considering my application. I look forward to the opportunity to contribute to your team and support the City Assessor's Office.

Sincerely,


Jonathan A. Baltazar
Applicant