

Brgy. Pangasugan  
Baybay City, Leyte  
30 August 2024

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

Thru: **Ms. Honey Sofia V. Colis**  
Director, HRMO  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Yepes:

Greetings!

I have heard from a friend that you are looking for an Administrative Aide IV staff to be assigned to the National Coconut Research Center (NCRC). Please consider this letter as an application for the vacant position.

I am a graduate of Leyte State University (LSU), presently known as Visayas State University (VSU) with the degree of Bachelor of Science in Agriculture major in Horticulture. Currently, I am working at this university as a Science Research Assistant with a job order status. Aside from research work, I also managed a variety of clerical tasks, including data entry, filing, and customer service. I developed a keen ability to prioritize tasks and manage time efficiently, ensuring that all deadlines were met without compromising quality. I am hardworking, flexible, willing to work overtime and able to complete my job with limited supervision. My work experience coupled with my academic knowledge has equipped me with the skills necessary to handle the administrative demands of this position.

You can count on my dedication, dependability, willingness to learn and loyalty to VSU. Attached herewith are my Personal Data Sheet (PDS), performance rating, diploma, transcript of records (TOR) and training certificates for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you and God bless!

Respectfully yours,

**ROSALINA D. CIRCULADO**  
Applicant