

July 25, 2023

**ALICIA M. FLORES**

Head  
Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am **Flores**,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for more than six (6) years, I am writing to apply for the Administrative Assistant II position at the Budget Office, Visayas State University with regards to your post at VSU HRIS/jobs.vsu.edu.ph. I have a degree of Bachelor of Science in Agribusiness and I have earned units in the same institution for my master's degree in Management Major in Agribusiness Management. I have a Career Service Subprofessional Eligibility. I am very much interested to work as a Clerk or an Administrative Assistant II in your office, wherein I can share my expertise and skills with others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that the Administrative Assistant II position offers. With my knowledge and skills in doing administrative and clerical tasks or jobs, I believe that I can perform well the tasks that will be assigned to me. I am enclosing my resume, transcript of records, and other supporting materials for more details that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of the Budget Office as an Administrative Assistant II. Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09265986557 or email me at [merlin.lebante@vsu.edu.ph](mailto:merlin.lebante@vsu.edu.ph) or [merlinlebante08@gmail.com](mailto:merlinlebante08@gmail.com).

Sincerely,



**MERLIN R. LEBANTE**