

June 13, 2025

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

Thru: **Dr. Neil Moises V. Serio**
Vice President for Administration and Finance

Mr. Teofanes A. Patindol
Director, Institute of Tropical Ecology and Environmental Science

Dear Sir:

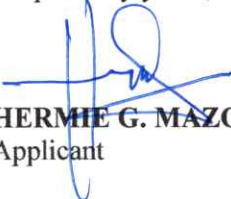
I wish to submit my application for **Administrative Aide I**. I believed that my experience and skill set has put me in the position to meet the duties and challenges of an Administrative Aide I.

I completed my vocational course in Automotive-TESDA in 2009. Since then, I have worked in different departments with administrative tasks: College of Engineering and Department of Math and Physics now Department of Physics as laborer (March 2012 – March 2014) to painter/finishing welder (April 2014 – December 2016) and as Laboratory Aide from January 2017 up to present to which I have gained knowledge in the various tasks assigned.

I am currently working in the same university as a Laboratory Aide (Job Order Status) at the Department of Physics. Working in the department has helped me show my competency in laboratory maintenance, messengerial tasks (as the need arises), in maintaining the cleanliness of the department, and other assigned tasks by the dept. head and faculty.

I excited about the opportunity to work in the university with the position offered. Please, see my Personal Data Sheet for your reference. Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your department.

Respectfully yours,



HERMIE G. MAZO
Applicant