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Zone 1, Baybay City, Leyte

Toni Marc L. Dargantes  
Director  
Planning Office  
Visayas State University

**Dear Mr. Dargantes,**

I am writing to apply for the position of Administrative Aide VI at the Planning Office. I am very interested in this opportunity and believe I can be a reliable.

I have experience in administrative work where I assist in organizing documents, supporting day-to-day operations, and completing tasks on time with minimal supervision. I am dedicated, detail-oriented, and always willing to learn and improve.

I can easily adjust to changes and make sure to provide helpful and efficient service at all times.

Thank you for considering my application.

Sincerely,



Jerlyn Donayre  
Applicant