

JEFFREY A. PAPAS

Maasin City, Southern Leyte

Presently residing in Baybay City, Leyte with my partner

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11-20-2025

Ms. Honey Sofia V. Colis

Director, Human Resource Management Division

Visayas State University

Baybay City, Leyte

Dear Director Colis:

I am writing to respectfully express my intent to apply for any of the following vacant administrative positions at Visayas State University:

- Administrative Aide III**
- Administrative Aide VI**
- Administrative Assistant I**

I am a graduate of Bachelor of Science in Public Administration with strong clerical, organizational, and document handling skills. I am confident in my ability to fulfill the requirements of the roles listed above, having experience in filing, encoding, records management, and basic office support. I also possess basic knowledge in document binding and preservation, which I believe is relevant to the Bookbinder III role.

While my permanent address is in Maasin City, Southern Leyte, I am currently residing in Baybay City, Leyte with my partner, which allows me to be readily available and accessible for work within the university campus.

I am committed, service-oriented, and eager to contribute to the values and goals of Visayas State University. I am open to being assigned to any department where my skills and qualifications may be best utilized.

Attached herewith are my Personal Data Sheet, transcript of records, eligibility documents, and other supporting credentials for your kind consideration. I would be honored to be part of your institution's dedicated workforce.

Thank you for taking the time to review my application. I look forward to the opportunity for an interview.

Respectfully yours,

JEFFREY A. PAPAS