

APPLICATION LETTER

November 21, 2025

DR. JADE DHAPNEE Z. COMPENDIO

Head, University Review Services
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Compendio,

I am writing this application to express my interest in the Administrative Aide III (Clerk I) position in your humble office. I believe I am qualified for this role based on my skills, experiences, trainings/seminar/workshop attended, and strong commitment to public service.

I always aim to act with honesty, professionalism, and respect in working with others. I understand the importance of good service, and I make sure to assist clients and coworkers in a friendly, responsive, and respectful way.

I have worked and serve as JO Clerk at the Office of the Vice President for Planning and Development for almost 2 years, and currently working as JO Clerk in the Department of Animal Science for 7 months. I have become confident in my ways of dealing with diverse personalities that enabled me to work effectively individually or in groups. I am with great excitement to work with your staff to help your office grow and flourish in the next years.

Thank you for considering my application. I am hoping for the opportunity to contribute to your Office's mission and would welcome the chance for an interview at your convenience.

Sincerely,



REMELITO A. SABEJON
Applicant