

December 03, 2025

To: HONEY SOFIA V. COLIS
Director, Human Resource Management Department
VISAYAS STATE UNIVERSITY
VisCA Baybay City, Leyte

From: JUNEL O. DEQUINA
Brgy. Taotaon Inopacan, Leyte
09094208816
junel.dequina0607@gmail.com

Subject: Job Application for Administrative Aide VI

Good day Ma'am Colis,

I am writing to formally apply for an Administrative Aide VI position with Plantilla Item No ADA6-97-2004 in our beloved University. I saw from the institution's online page earlier that it needs personnel to work in such position. I was intrigued by the opportunity to work and serve this institution.

I worked as an Account Officer in my previous job for over six(6) years and was very grateful to the institution that trained and developed my skills. During those times I spent working for them, they mold me through the various roles within office and field particularly in achieving the company's targets, analyzing its financial output, and serving its clients. I believe that those skills I developed and learned throughout my career, I can use them to contribute for the achievement of the institution's goals, guided by the values that I also learned in my journey which I uphold throughout the years which I'm also willing to share to this institution.

I would welcome the opportunity to discuss how my qualifications and experiences makes me a strong fit for the position. Please free to contact me in my accounts stated above.

Thank you for your time and consideration.

Respectfully yours,


JUNEL O. DEQUINA