

November 18, 2025

MARIO	LILIO	P.	VALENZONA
Director			
Project	and		Development
Visayas	State		University
Visca, Baybay City, Leyte			

Dear Sir/Madam:

Good day.

I am writing to formally express my interest in the Admin Aide VI position in the Project and Development Office. With my background in administrative support, data management, and office coordination, I am confident that I can contribute effectively to the department's operations and ongoing development projects.

I have experience performing clerical and administrative tasks such as preparing documents and reports, maintaining records, managing communications, monitoring project files, and supporting day-to-day office activities. I am highly organized, detail-oriented, and capable of working under minimal supervision. I am also proficient in Microsoft Office applications, record-keeping systems, and other office tools essential for efficient workflow.

What motivates me most about this position is the opportunity to contribute to project implementation and development initiatives that directly support the goals of the organization. I am committed to delivering quality work, maintaining professionalism, and upholding integrity in all assigned tasks.

I would be grateful for the opportunity to discuss how my skills and experience align with the needs of your department.

Thank you very much for considering my application. I look forward to the possibility of joining your team and contributing to the success of your projects.

Respectfully yours,

Christopher John M. Sta. Iglesia