

DARYL JAY B. VERIL

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JOEL REY U. ACOB

Director, Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Director Acob,

Greetings!

I am writing to express my sincere interest in the position of **Administrative Aide III (Clerk I) Casual** at the Quality Assurance Center, Visayas State University. With my educational background, administrative experience, and strong commitment to service, I am eager to support your office in ensuring efficient operations and contributing to the university's accreditation and quality assurance initiatives.

Although the position does not require prior experience, my background in documentation, data encoding, and office assistance gained through my OJT and academic-related work has equipped me with relevant skills that align with your preferred qualifications. I have assisted in data management, facilitated seminars, and handled records with accuracy and confidentiality. These experiences have strengthened my capability to support accreditation-related tasks and maintain organized and compliant documentation systems.

I embody the core competencies required for this role. I uphold integrity and professionalism in all assignments, deliver courteous and responsive service, and communicate clearly in both oral and written forms. I work well in a team environment, adapt quickly to changes, and understand the importance of promoting inclusive and gender-responsive practices within the workplace.

In addition, I possess functional skills essential to the position, including record and document management, basic report preparation, facilitation support, and adherence to established processes and standards. I am also willing to undergo any necessary training related to certification, accreditation, and assessment to further enhance my effectiveness in the position.

I am confident that my work ethic, organizational skills, and dedication to public service will allow me to contribute positively to the Quality Assurance Center. I would be grateful for the opportunity to further discuss how I can support your team in meeting its goals.

Attached are the required documents for your consideration. Thank you very much for your time and kind attention.

Respectfully yours,


DARYL JAY B. VERIL
Applicant