

November 19, 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University
Baybay City, Leyte

Dear Mam:

Greetings!

I am writing to apply as Administrative Aide VI at the Visayas State University (VSU) or for any permanent position at in this institution. I am currently a Job Order employee for 11 years, in LGU since February of 2014, First Level Civil Service Eligible, and presently detailed at the PhilHealth Office of the Baybay City Immaculate Conception Hospital (BCICH) of which I am tasked to process, scan, records keeping, Computer Maintenance and doctor's charts in-charge for PhilHealth claims and refunds and also assisting of Anti Rabies Vaccination.

I am a graduate of B.S. Information Technology at STI Ormoc, Leyte. My skills include Troubleshooting Windows hardware and software, Troubleshooting computer, printers, Computer Network Infrastructure, Graphic design (Adobe Photoshop), Corel Draw, Adobe Illustrator, Video editing, etc. I am also willing to undergo training if necessary. My education and my wide range of skills are the ones which I believe brought out the best of me.

Attached is my resume for your perusal. I would welcome the opportunity to discuss my suitability for any position and comply with your other requirements. Should you require any further information, I can be reached at 0922-763-0073.

Thank you for your time and consideration.

Sincerely,

JEZRIEL V. OCENA
LGU Employee, J.O.