

November 24, 2025

**MARIO LILIO P. VALENZONA**

Director  
Project and Development  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Engr. Valenzona**,

Good day and my warmest greetings!

I am writing to express strong interest in the Administrative Aide III position at the Project and Development Office, Visayas State University. With the degree in Bachelor of Science in Agricultural Engineering, I am eager to bring my skills and enthusiasm to your office.

Throughout my academic and professional experience, I have developed competencies in clerical works. I am confident that my dedication, willingness to learn, and commitment to excellence would make me a valuable addition to your organization. I am eager to contribute positively and grow within Project and Development Office, Visayas State University.

Thank you for considering my application. I look forward to the possibly of discussing how my background and skills can meet the needs of your office.

Very respectfully yours,

**REYNALDO F. SACRO JR.**