

July 31, 2025

CHARISSE D. BRAGA

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HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
VISCA, Baybay City, Leyte

Ma'am,

Greetings!

I've seen in the vsu website that your good office is accepting applicants for ADMINISTRATIVE AIDE VI (Clerk III). I would like to apply for the said position.

I am Charisse Braga, 38, married and residing in Baybay City. I'm a graduate of BS Food Technology at Visayas State University. I am currently working as a job order port collect at Baybay City Port. I've earned my eligibility last March 2023 and got a NCIII in bookkeeping last September 2024. I believe that my knowledge, skills and values that I've gained from my beloved school and with my work experience can contribute to your good office and at the same time will enhance my skills better.

I hope you'll consider my application. I am willing to undergo an interview at your convenience. Thank you and God bless.

Sincerely,

Charisse D. Braga