

August 30, 2025  
Purok Central, Brgy. Libhu  
Maasin City, Southern Leyte, 6600

HONEY SOFIA V. COLIS  
Director, HRMO  
Visayas State University  
Baybay City, Leyte

Dear Ma'am Colis:


Good day!

I am Rachel D. Saligo, and I am writing to express my sincere interest in the position of Administrative Aide VI (Clerk III) as published in your recent request for publication of vacant positions. With my strong background in clerical tasks, organizational skills, and dedication to public service, I am confident that I can contribute effectively to the administrative functions of Visayas State University.

It would be a great honor to serve at Visayas State University, a respected institution known for its excellence and commitment to quality education. I believe that my qualifications, coupled with my willingness to learn and grow, will allow me to perform well and contribute positively to your office.

Attached herewith are the required documents for your reference. I would be truly grateful for the opportunity to be considered for this position and I am willing to undergo further evaluation at your most convenient time. Thank you very much for your kind consideration.

Respectfully yours,

  
Rachel D. Saligo