

December 18, 2025

PROSE IVY G. YEPES, Ed.D.

University President

Visayas State University

Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

Director, Human Resource Management and Development Office

Subject: Application for the Administrative Aide III (Casual) position

Dear Dr. Yepes,

I am writing to formally signify my application for the position of Administrative Aide III (Casual). Having been a dedicated member of the Visayas State University workforce since January 2022, I am eager to transition into this role where I can further apply my administrative expertise and institutional knowledge toward the University's strategic goals.

My tenure at VSU has been defined by versatility and a commitment to excellence. My professional foundation within the University began as a Clerk and Science Research Assistant (SRA) for the Grants Development Office, which enhanced my efficiency in monitoring and disseminating information to VSU constituents, ensuring that the university community was well-informed of external funding and development prospects. Since August 2024, I have served as a Job Order Clerk within the Office of the President, a position that has demanded the highest levels of discretion, precision, and efficiency.

I bring to this position a unique blend of private-sector rigor, gained from the manufacturing sector, and deep-rooted public-sector experience. By integrating my mastery of university protocols with a disciplined approach to task management, I am prepared to ensure operational continuity and execute complex administrative workflows with the highest level of professional integrity. My familiarity with the University's internal systems allows me to serve as a reliable representative of the administrative core, ensuring that all tasks align seamlessly with VSU's vision of global excellence.

I am fully prepared to submit all necessary credentials and documentation required by the Human Resource Management Office (HRMO) and the Non-Academic Personnel Board (NAPB) for their evaluation.

I look forward to the possibility of continuing my professional journey with Visayas State University and contributing to its sustained success under your leadership.

Very truly yours,



BENJIELYN D. CARPIO

Applicant