

**Rhea R. Pejoto**

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**CRISLIN B. CRUZ-CORTEZ**

Director  
Business and Resource Generation Office  
Visayas State University  
Visca, Baybay City, Leyte

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Dear Ma'am Cruz-Cortez,

I am writing to express my sincere interest in the position of **Administrative Aide VI (Clerk III)** under the Business and Resource Generation Office at Visayas State University – Main Campus, with plantilla item number **ADA6-111-2004** and a salary grade of 6.

As a proud graduate of **Visayas State University – Main Campus** and a **Civil Service Professional Eligible**, I am eager to contribute my skills and knowledge to the institution that has greatly shaped my academic and professional foundation. My education and eligibility have equipped me with strong organizational, clerical, and communication skills, which I believe are essential in carrying out the duties and responsibilities of this role.

I am committed to delivering efficient administrative support, ensuring accurate documentation, and assisting in the smooth execution of office operations. With diligence, adaptability, and a strong sense of responsibility, I am confident that I can contribute positively to the goals of the Business and Resource Generation Office.

It would be an honor to serve and give back to my alma mater through this opportunity. I welcome the chance to discuss how my qualifications align with the requirements of the position.

Thank you for considering my application. I look forward to the possibility of contributing to the continued success of Visayas State University.

Respectfully,



**RHEA R. PEJOTO**