

EMMANUEL P. LESIDAN  
MARCOS BAYBAY CITY LEYTE 6521

December 16, 2025

DEAR HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, BAYBAY CITY, LEYTE

I'm writing to express my interest in the position of Administrative Aide III at Visayas State University main campus. I've read the posting for this job in the VSU HRIS. I believe my knowledge, skills, attitudes and qualifications make me an ideal fit for this job. I am a TESDA SMAW NC II, Machining NCII and TESDA Online Certificates. I consider myself an asset to help Visayas State University implement all established standards of service delivery for customer satisfaction so that VSU will be more conducive to standard learning, research and extension programs. I'm applying for this position so that my knowledge skills and attitudes gained during my studies in college, work experience and work abroad would be of great use for the benefits of this institution and my family as well.

Sincerely,  
EMMANUEL P. LESIDAN