

September 12, 2025

DR. LUZ G. ASIO

Head, Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my interest in the position of Administrative Aide IV recently posted in the Department of Agronomy, as advertised in the Human Resource Information System (HRIS).

My name is Milesa C. Marsado. I graduated with a Bachelor of Science in Agriculture, majoring in Agronomy, and I am currently pursuing a master's degree at Visayas State University. I work as a Clerk and serve as the designated dDRC of the Department of Agronomy. For the past four years, I have held this position as a Job Order employee, gaining valuable experience in administrative operations and departmental coordination. As a Deputy Document Records Controller (dDRC), I have participated in four consecutive ISO Internal Audits and assisted the department head with all documents needed by the auditor during audits. Within my assigned unit, I issue, maintain, retrieve, and control controlled documents. I also assign document and tracking numbers to all documents released from our office. My responsibilities include facilitating faculty hiring, creating PPMPs, generating and monitoring PRs until approval, and coordinating the submission of department UPCR, IPCR, IFWs, and related documents for faculty, admin regular, and JO staff.


Additionally, I maintain excellent coordination with the University Document and Records Controller in sharing relevant information. I also assist students, whether they are walk-in visitors or our major students. I answer telephone calls and queries from clients and run errands as needed. Due to the heavy workload in the department, I go the extra mile by extending my hours beyond office time and working overtime on weekends to complete tasks at hand.

Before this role, I worked at the Local Government Unit of Asturias as an office aide under the Municipal Environment and Natural Resources Office (MENRO) for nearly three years. During my time there, I was assigned as the Pollution Control Officer (PCO) for both the Infirmary and the Birthing Clinic. This experience helped me strengthen my skills in administrative tasks and participate in various environment-related projects. Through these professional experiences, I have built a solid foundation of knowledge and practical skills that I am eager to share with my colleagues, fostering a collaborative and high-performing work environment.

Honestly, Ma'am, I believe this regular position would really help my family by providing some financial relief. After reviewing my submitted documents, I hope you'll see that I meet the qualifications for the role. If you have any questions or need any extra information, please don't hesitate to reach out to me at milesa.marsado@vsu.edu.ph.

Thank you for your consideration and time.

Sincerely,


MILESA C. MARSADO
Applicant