

November 24, 2025

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Baybay City, Leyte

Greetings!

I am writing to formally express my interest in applying for the position of **Administrative Aide VI** with code **TLQBEV**, under the office of **Project and Development**.

Currently, I am employed in the Management Information System (MIS) as a Data Entry Machine Operator I (DEMO I). In my current role, I document and facilitate inception meetings, trainings, and workshops related to the development and presentation of L&D System. I also update existing user manuals and video tutorials for all MIS System. In addition, I previously worked with the Project and Development Office, where I ensured the efficient flow of documents as the designated dDRC

I hold a Bachelor of Science in Development Communication degree from Visayas State University – Main Campus, graduating Cum Laude. I am also a Career service Professional Eligible, which further qualifies me for this position. I am eager to contribute to the office in a more permanent capacity and to continue growing professionally through this opportunity.

Enclosed is my resume for your perusal, which provides further details about my qualifications and experiences. I am available at your earliest convenience for an interview and can be reached at 0970 997 6681 or via email at [loreliealmacengrabino@gmail.com](mailto:loreliealmacengrabino@gmail.com).

Thank you for considering my application. I look forward to the opportunity to discuss how my skills can benefit your office.

Sincerely yours,



**LORELIE A. GRABINO**  
*Applicant*