

February 13, 2024

MS. HONEY SOFIA V. COLIS

Director
Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Colis;

Greetings!

This is concerning the job posting for the position of “Administrative Officer I (Records Officer 1)”. I truly believe that my qualifications and experiences make me a highly qualified candidate for the job.

I completed my Master of Management with a major in Business Management from Visayas State University. I started working at VSU on a job-order basis under the University Library way back in January 2010–May 2013 as a clerk. I transferred to the Quality Assurance Center in July 2013, when I was promoted to regular status as Administrative Aide III (Clerk) and was in charge of the SUC leveling. I also assisted in the preparation of Institutional and Program AACCUP Accreditation, the Institutional Sustainability Assessment, and other Quality Assurance activities at Visayas State University.

During the implementation of VSU QMS, I was designated as the University Documents and Records Controller from July 2019 until January 2024. During my stint as the University Documents and Records Controller, I authored various document and records control procedure manuals and guidelines. In July 2023, I accepted the challenge to be designated as the Lead Internal Quality Auditor. With these experiences, I am confident that I am fit rightly for the job.

I have attached my resume and CV for your perusal.

Thank you for considering my application. I look forward to a positive response to this application.

Best regards,



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