

ETHYL F. SALUDO  
Combado, Maasin City  
09151634921

February 16, 2024

**MARIA ROBERTA S. MIRAFLOR**

Head  
Records and Archives Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam:

This is to express my interest in the Administrative Officer V (Records Officer III) position available in your office. I believe that aside from being an educator, I possess abilities, strong interpersonal skills and work ethics that would greatly contribute to the success of your department's programs and the whole institution as well.

I received my Bachelor of Elementary Education from Saint Joseph College, Maasin City. In March 2016, I received my Master of Arts in Education from the same institution. I have served our Division as a classroom teacher for 17 years, from which I am so grateful because I have met and experienced different sets of learners, stakeholders, co-teachers and administrators. From them, I gained confidence, self worth, determination and being optimistic on things. These are valuable to me since they helped me a lot to grow as a mentor, as a facilitator of learning and as a sub-ordinate as well.

In addition to my experience and personal qualities, I have a solid educational foundation and a strong desire to help realize the department's programs, projects and aspiration. I am very excited to work with you and would be delighted to contribute to your success.

Kindly review my attached PDS for more information on my experience and career advancements. I am very much willing to have an appointment with you at your preferred time to discuss how my experience and background meet your requirements.

Sincerely,

  
**ETHYL F. SALUDO**  
Applicant