

30TH October 2024

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Director:

Greetings of Peace and Prosperity!

This letter strongly signifies my profound interest in providing my humble and sincere service at one of our most established and very resilient academic institution, Visayas State University, and with that I am open to apply for the position of Administrative Officer III (Records Officer II) (ADO F3-21-2004).

I have earned a College Degree in Bachelor of Science in Psychology at the University of San Carlos, Cebu City. Furthering my education, I am continuing my post graduate course, Master of Arts in Guidance and Counselling at Cebu Normal University, Cebu City. I have already completed its academic requirements which are equivalent to 36 Units out of 42.

My professional experience began in the BPO industry covering more than 6 years. After passing the Career Service (Professional), Second Level Eligibility, I have decided to pursue a career that best fits my degree. Luckily, I was offered a job at our Provincial Government of Southern Leyte, as a Job Order employee assigned at the Office of the Provincial Administrator, specifically at the Human Resource Management and Development Section for 1 year whom I was under the immediate supervision and direction of the Provincial Administrator, Human Resource Management Officers III and II.

After a year of service in the government sector, I was offered a managerial job in a newly constructed private hospital in our province which is in LivingHope Hospital, Inc., as the Human Resources Manager (Human Resources Department Head). I have served this healthcare institution for more than 6 years and I was able to manage and direct more than 200 plus hospital personnel and staff.

Aiming for professional growth and development, I have pursued a career in the big City of Cebu, and got a similar job as the Human Resources Manager in one of the leading seafood manufacturing and exporter firms in the country for 3 months. Sadly, due to my father's sudden death, I had to give up my job in the said city to go home and accompany my mother. And now, I am working in a corporation in Sogod as Admin-HR Officer.

Apparently, this desire of becoming a public servant just like my parents is one of my noblest objectives that no personal agenda can possibly hinder in providing an excellent and satisfactory service to our community.

To discuss this intention of mine, I will make myself available anytime for you at your most convenient time.

Thank you very much. Please keep safe always.

Very truly yours,



Ms. MARIE CLAIRE R. EDILO-BALBERONA
Applicant

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