

4 August 2023

EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City Leyte

Thru:

HONEY SOFIA V. COLIS
Director, HRMO

Dear Dr. Tulin;

Greetings!

Please accept my enclosed application for the position of Administrative Assistant II to be assigned under the supervision of Ms. Alicia M. Flores, Head of the Budget Office.

I am a father of twins, currently residing in Barangay Pomponan Baybay City, Leyte. I finished my Bachelor's Degree in Agribusiness here at Visayas State University on May 2014 and now I am currently enrolled in my mid-sem at the College of Maasin taking up a Master's in Public Administration. I was a former Branch Associate of Palawan Pawnshop and I've been employed there also for almost three years. I have experience in managing funds, handling of cash flow of the branch, and monitoring cash on hand, simple T-Journal, and bookkeeping for BIR purposes. I even encountered different kinds of personalities (customers) in my previous job so I know that I can bear miscommunications properly. I believe that I have good interpersonal skills which I've been using to build a good relationship with my co-workers in the Security Office and my superior.

I started working here at the Visayas State University last March 5, 2020, as a replacement to the late Admin Aide Mr. Teofilo Gofredo of the Security and Safety Office and I was appointed as the dDRC of the University Disaster Risk-Reduction and Management, Safety, and Security Office starting July 1, 2020, up to the present. It was a fascinating experience working under the security of an institution as well as working under the Disaster Risk-Reduction and Management team for the preparedness and awareness of individuals in times of calamities on the campus. At first, it was like I started from scratch since there was no proper turnover and ISO 9001:2015 certifications is starting at that time. It was a roller coaster ride in this office but I was able to manage the organizing and filing of documents and follow the quality procedure of the University with the help of my colleagues and friends in the University. With this experience, even though I don't have much knowledge about managing public funds, I know that I am capable of doing since I am always willing to be trained to learn new things. I am also versatile and flexible to adjust to the new environment with an eagerness to explore things more and adapt to new challenges that can foster my career growth in our institution.

I would love to have the opportunity to be in the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached herewith are my documents for your perusal.

Truly yours,



JEMUEL A. OCANADA
Applicant