

EDGARDO E. TULIN

President, Visayas State University
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
OIC-Director, ODHRM

Dear **Dr. TULIN**,

I have read from jobs.vsu.edu.ph that the Visayas State University currently hiring for an Administrative Aide III (Permanent Position). I am sending this letter to formally apply for the Position. I am currently working at the Office of the Director for Quality Assurance as Clerk in Casual Status.

I am a graduate of both Bachelor of Science in Agribusiness and Diploma in Information Technology with Career Service Eligibility (Sub Professional). With great interpersonal skills and working experiences; I assure you that I would work with utmost sincerity, honesty and dedication.

Thank you and God bless.

Sincerely,

Raul Anthony S. Valenzona
Applicant

Raul Anthony Santiago Valenzona

Address: Zone 2, Brgy. Patag, Baybay City Leyte, Philippines

Contact Number: +639066130739

E-mail Address: rasvalenzona@gmail.com



OBJECTIVES : To challenge my learning capability through total quality management ; and

To keep up the achievements as a protocol to the company's thrust.

PERSONAL INFORMATION

Age : 33 years old

Birthdate : July 16, 1987

Birthplace : Baybay City, Leyte, Philippines

Sex : Male

Civil Status : Single

Height : 5'3"

Weight : 55 kgs.

Nationality : Filipino

Language/Dialect Spoken: English, Filipino, Cebuano

Father's Name : Raul Fernandez Valenzona

Mother's Name : Erlinda Santiago Valenzona

EDUCATIONAL ATTAINMENT**Tertiary Education**

Bachelor of Science in Agribusiness (Graduated)

Visayas State University

Baybay City, Leyte Philippines

2014 - 2017

Bachelor of Science in Computer Science(Senior Student)

Visayas State University

Visca Campus, Baybay City, Leyte, Philippines

2008 – 2009

Diploma in Information Technology(Graduated)

STI COLLEGE – Science Institute Technology

Ormoc City, Leyte, Philippines

2006 – 2008

BS in Development Communication(Freshman Student)

Visayas State University

Visca Campus, Baybay City, Leyte, Philippines

2005 – 2006

Secondary Education

Dr. Geronimo Zaldivar Memorial School of Fisheries

Albuera Campus, Albuera, Leyte, Philippines

Year Graduated: 2006

Primary Education

Visca Foundation Elementary School (VFES)

Visca Campus, Baybay City, Leyte, Philippines

Year Graduated: 2001

ELIGIBILITY

Career Service Sub-Professional Eligibility

Civil Service Commission, IBP Road, Batasan Hills, Quezon City

Date of Examination: October 13, 2013

Date of Release: January 29, 2014

SPECIAL SKILLS

Driving Skills: Four-wheeled Vehicle and Motorcycle (with driver's license)
Computer skills : Minor Trouble Shooting, Encoding, Clerical Works (Vouchers, Payrolls, Reimbursement, Liquidations, Basic Accounting) Applications : MS Word, Word Excel, Powerpoint, Page / Movie Maker, Photoshop.
Creative, flexible, public speaking like delivering work output and lectures articulately.
Can operate office equipment like fax machine, scanner and photocopier.

EMPLOYMENT RECORD

July 2017 – Present: Clerk
Office of the Director for Quality Assurance
Visayas State University, Visca, Baybay City Leyte

June 2016 – July 2016: Substitute Clerk
Office of the Director for Administration and Human Resource Development
Visayas State University, Visca, Baybay City Leyte

May 2011 – May 2014: Utility/Messenger
University Accreditation Center
Visayas State University, Visca, Baybay City, Leyte

November 2010-April 2011: Toll Teller
Sky Way Operations and Management Corporation
Paranaque City, Metro Manila

SEMINARS/TRAININGS ATTENDED

Documentation Training
RDE Hall, VSU, Visca Baybay City, Leyte
January 17, 2019

Risk Assessment and ISO Process Documentation
RDE Hall, VSU, Visca Baybay City leyte
January 16, 2019

Orientation on Basic Customer Service and Work Values(Participant)
1st Floor, CCE Building, VSU, ViSCA, Baybay City, Leyte
September 5, 2017

Enterprise Resource Planning (ERP) Workshop(Participant)
1st Floor, CCE Building, VSU, ViSCA, Baybay City, Leyte
March 4, 2015

Planning Workshop for Program Accreditation (Facilitator)
University Accreditation Center, ViSCA, Baybay City, Leyte, Philippines
February 4-8, 2013

Orientation on QEHS Management System(Participant)
(ISO-9001:2008, OHSAS-18001:2007 & ISO 14001:2004+ cor 1:2009)
Skyway Building, Toll Operations Complex, Doña Soledad Ave.,
Barangay Don Bosco, Parañaque City, Metro Manila, Philippines
November 8,2010

Personality Development and Customer Care(Trainee)
Skyway Building, Toll Operations Complex, Doña Soledad Ave.,
Barangay Don Bosco, Parañaque City, Metro Manila, Philippines
November 9,2010

Workshop on Career and Guidance(Participant)

St. Dominic Hall, Saint Peter & Paul Parish Center, Ormoc City
March 7, 2008

PERSONAL REFERENCES

Milagros C. Bales, Ph.D
Director, Quality Assurance Center
Visayas State University

Editha G. Cagasan, Ph.D
Director, Quality Assurance Center
Visayas State University

Lourdes B. Cano, Ph.D
Director, ODAHRD
Visayas State University, Visca, Baybay City, Leyte
Contact Number: (053)563-76-43

Lualhati M. Noriel, Ph.D
Head, University Accreditation Center
Visayas State University, Baybay City, Leyte, Philippines
Contact Number: (053)335-24-46

Joel H. Rayos
Manager, HR & Administration
Skyway O&M Corporation, Parañaque City, Metro Manila, Philippines
Contact Number: (632) 824-2282

Professor Manolo B. Loreto
Dean of Students, Visayas State University
Visca, Baybay City, Leyte, Philippines
Contact Number: (053)335-26-42

Ms. Jean C. Argallon
Head of Registrar's Office
STI College, Ormoc City, Leyte, Philippines

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Raul Anthony Santiago Valenzona