

April 9, 2025

HONEY SOFIA V. COLIS

Director

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear **Ms. Colis**:

Greetings of good health!

I read from the VSU HRIS that the university is looking for an Administrative Officer II (Human Resource Management Officer I). In line with this, I would like to express my intent to apply for the said position.

I am Shaira B. Manapsal, a graduate of Bachelor of Science in Biotechnology majoring in Plant Biotechnology in the Visayas State University (VSU) last June 2019 and is currently on my 2nd year on my Master in Management at Southern Leyte State University-Main Campus (SLSU).

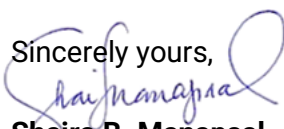
I am currently the Agricultural Technician I at the Institute of Tropical Ecology and Environmental Science (ITEES) under the Faculty of Forestry and Environmental Science (FFES), VSU. I was an Office Clerk for more than 3 years under Consortium Secretariat of the Visayas-Mindanao Consortium of Journal Publication, Inc. (VMCJPI), Office of the Vice-President for Students and Auxiliary Services, Office of the Vice-President of Academic Affairs, and Guidance and Counseling Office at SLSU. I am also a former Part-time Faculty Member at SLSU under the Institute of Arts and Sciences handling Environmental Science, Technology and Society.

I believe I am fit in this position as I possess academic advantage and professional experiences with administrative roles and tasks from currently the Deputy Document and Records Controller (dDRC) of the department and Office Clerk for several years. I have advanced knowledge when it comes to MS Word, MS Excel, MS PowerPoint etc. Since I have been working in a university, I have quite a knowledge on how the university works on administrative level – from preparing minutes and communications, gathering of necessary data for CHED submissions, preparing necessary documents for AACUP accreditations and ISO leveling, accomplishment reports, and other office and academic-related works. Above all, I am an individual running towards improvements, hence, I am enthusiastic about receiving professional trainings for me to learn and grow.

Visayas State University has been my home for so many years and if given a chance, I would like to give back to the university the things I owe to it by serving with all of my heart.

Should you have any further questions, you can e-mail me at my e-mail address shaira.manapsal@vsu.edu.ph or message me on my phone number **09165390892**.

Thank you so much for your time. Keep safe.

Sincerely yours,

Shaira B. Manapsal
Applicant