

**MYRA RUIZ MILLEZA**

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**Date:** September 30, 2025

**MS. HONEY SOFIA V. COLIS**

Director, HRMD

Visayas State University

Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my sincere interest in the position of **Administrative Assistant IV** in the Finance Management Office at Visayas State University. With over two years of experience as a lab-aide at Department of Pure Applied in Chemistry and 8 years as clerk under CAS, BAC and Procurement Office as a job order appointment, I am confident that my skills, training, and dedication align well with the requirements of this permanent role.

Throughout my tenure, I have handled various administrative tasks including filing and scanning documents, preparing notices of meetings, coordinating with observers for bidding activities, and processing travel orders and trip tickets. I also serve as Deputy Records Controller, ensuring that procurement documents are properly managed and tracked. These responsibilities have equipped me with a strong understanding of government processes, attention to detail, and the ability to work efficiently under pressure.

I am a **Civil Service Sub-Professional Eligibility passer**, and I have completed relevant trainings including **RA 9184 (Government Procurement Reform Act)**, which has further strengthened my knowledge of procurement procedures and compliance standards. I am confident that these qualifications will allow me to contribute effectively to the operations of the Agronomy Department.

I am deeply committed to public service and have consistently demonstrated reliability, professionalism, and a collaborative spirit in my work. I believe that joining the Agronomy Department will allow me to continue contributing meaningfully to the university's mission while expanding my role in a dynamic academic environment.

I would be honored to be considered for this opportunity and welcome the chance to further discuss how I can support the department's operations. Attached are my resume and other required documents for your review.

Thank you very much for your time and consideration.

Respectfully yours,

**MYRA RUIZ MILLEZA**