

HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Dear Dir. Colis,

Good day!

I am writing to express my interest in applying for the position of Administrative Assistant 1 (Computer Operator 1) at VSU Main Office. With a Bachelor of Science in Information Technology from Leyte Normal University and Civil Service Professional Eligibility, I believe my combination of technical skills, hands-on experience, and attention to detail make me a strong candidate for this position.

In my current role as Purchaser/IT Support at a product distribution company, I have gained valuable experience in both administrative support and IT functions. I am responsible for managing and processing data related to inventory, procurement, and financial records tasks that require precision, organizational skills, and the ability to work with complex data. This aligns with the administrative responsibilities of the Administrative Assistant 1 (Computer Operator 1) position, where attention to detail and accuracy in record-keeping is crucial. Additionally, my IT support duties include troubleshooting and resolving technical issues, which directly relates to the Computer Operator aspect of the position. I have experience in maintaining computer systems and ensuring smooth operations, which would allow me to provide the necessary technical assistance for administrative tasks at VSU.

Furthermore, as the Accounts Payable In-Charge, I manage the reconciliation of financial accounts, ensuring timely processing of invoices and maintaining accurate financial records. This experience has strengthened my organizational skills, as I must ensure that all data is processed accurately and efficiently that are highly transferable to handling administrative tasks such as document preparation, data entry, and managing office systems.

With my background in both administrative and IT roles, I am confident that I can effectively contribute to the Administrative Assistant 1 (Computer Operator 1) position. I am eager to support VSU's operational goals by providing administrative assistance, managing data, and troubleshooting technical issues to ensure smooth workflow.

I have attached my personal data sheet, Civil Service certificate, and other supporting documents for your review. Should you require further information or wish to schedule an interview, please feel free to contact me at 09761270585 or via email at [tingzonfrancisco@gmail.com](mailto:tingzonfrancisco@gmail.com).

Thank you for your time and consideration. I look forward to the opportunity to contribute to your esteemed team.

Sincerely,  
Francisco A. Tingzon Jr.