

MYRA RUIZ MILLEZA
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November 27, 2025

MS. HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

I am applying for the Administrative Aide VI position in the Project and Development Office. I have over 10 years of experience at Visayas State University—2 years as a Laboratory Aide in the Department of Pure and Applied Physics, 8 years as a Clerk in the Office of the Dean of the College of Arts and Sciences, BAC and Procurement Office under job order status.

My responsibilities included filing, scanning, preparing meeting notices, coordinating bidding activities, and processing travel documents. I also serve as Deputy Records Controller. I am a Civil Service Sub-Professional passer and have completed RA 9184 training.

I am dependable, detail-oriented, and committed to continuing my service to the university in a permanent role. Attached are my resume and supporting documents for your review.

Thank you for your time and consideration.

Respectfully yours,


MYRA RUIZ MILLEZA