

February 9, 2024

Honey Sofia V. Colis

Director, HRMO
Visayas State University
Baybay City, Leyte

Ma'am:

Please allow me to signify my intention to apply for **Administrative Officer V (Records Officer III)**

In 2006, I started working in International Non-Government Organizations such as Plan International, Helpage International/COSE and Pearl S. Buck Foundation. One of my projects implemented was organizing people's organization (such as Barangay Children's Association, Older Person's Organization, and other local organizations in the community in which they are funded with their projects. One of my major role is to capacitate key leaders of the organizations on how to manage the organizations and be transparent in their financial transactions to their members. In order to achieve this, close monitoring and regular project and financial audit were done.

My work in the International Non-Government Organizations (INGO's) and in the Bids and Awards Committee (BAC) enhance my ability in planning interventions based on data and monitoring of projects in terms of its developments.

My work experiences plus my interest and passion in advocating good governance had made me confident that I can be an asset to your good office. I believe that my knowledge and skills could suffice in the attainment of what are expected in the position.

Should you wish to know more about myself and my interests, I am much willing to be interviewed personally or through online. You may contact me through my mobile phone no. 0956-433-6879.

Thank you very much and hoping to hear from you soon.

Very sincerely yours,


EDELINA B. MOLINA
Applicant