

August 11, 2025

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City Leyte

Thru: **HONEY SOFIA V. COLIS**
Director
Human Resource Management and Development

Dear Dr. Yepes:

A pleasant morning to you. I've seen in the HRIS that the Office of the Human Resource Management is hiring an Administrative Assistant II. I am very much interested to apply for the position. I graduated my Master of Management major in Business Management in 2019 and my BS in Development Communication major in Broadcasting in 1988.

Recently, I am connected in the Visayas State University Baybay Campus as Deputy Document Records Controller of the Programs and Institutional Accreditation Office one unit of the Quality Assurance Center since March 2021 up to present holding the Casual Plantilla Administrative Aide III. My work experiences in this office developed my capability to manage the Accreditation office both programs and institutional.

My training in Distance Learning Program (Rules of Conduct and Ethical Standards, Ra 6713) A Forty (40) hours conducted by Civil Service Commission-NCR and Facilitators' Course on Work Ethics, Quality Customer Service, POAP training titled "Working Towards Personal Effectiveness, Futures Thinking, Risk based Training and a lot more related to human management would be of great help in this new workplace.

I believed that my capability and technical expertise in the quality assurance related activities to address parameters and benchmark statements not only to AACCUP Accreditation, Philippine Quality Awards and other related program and institutional accreditation, I am certain that I can perform well beyond expectation in your institution.

If given the chance, you can be assured of my willingness to learn new things under new directions in the workplace. I have the competence, character and commitment, I know I can deliver my task beyond expectations. Below my contacts for your reference. Thank you very much.

Looking forward to a positive response of my application.

Respectfully,


MARIA LILIA P. VEGA
Applicant
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