

Amanda D. Asumbrado

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HONEY SOFIA V. COLIS

OIC, Director
Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Dir. Colis:

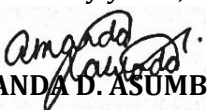
Greetings!

I am writing to express my interest to be considered for the position of **Administrative Aide VI**, with Plantilla Item No. ADA6-102-2004 and Salary Grade 6, to be assigned in VSU Main Campus. Already uploaded in the VSU jobs website are copies of my Curriculum Vitae, Diploma, Certificate of Eligibility (CS-Professional), performance rating for July to December 2022, fully accomplished Personal Data Sheet (PDS), Training Certificates, and Transcript of Records for your perusal.

For several reasons, I believe that I am qualified to serve as one of your employees and carry out the functions necessary for the position I am applying for. First, I was recently employed as a Project Evaluation Officer II, a Contract of Service (CoS) position at the DILG Regional Office 8 for 7 months, part of my work was to assist the Regional Communications Team to formulate issuances and communications, and publish articles for posting in the office's social media pages and website. I was also part of a research team that spearheaded the formulation of a research proposal for review with one of the office's academic partners. Prior to this, I had been employed as the Quality Management System (QMS) Officer, also a CoS position for 11 months in the same office, providing administrative support in line with the continual improvement of its QMS compliant with applicable statutory and regulatory requirements. I have also provided capacity development, technical, and administrative services to our management, and frontline personnel to enhance the service delivery of its Field Operating Units. Second, I am always committed to every task that is given to me and I am very much willing to know more and improve my knowledge in the field I am applying for. Third, earning 18 units as a Master in Management student at the Leyte Normal University, and having graduated with a degree in Bachelor of Arts in Social Sciences, Major in Economics at the University of the Philippines Visayas Tacloban College, I wish to bring my knowledge, skills and commitment to excel in your office's innovative environment, and to aid in advancing the goals of your organization.

I look forward to hearing from your office. Please contact me anytime at your convenience. Thank you for taking the time to review this application.

Respectfully yours,


AMANDA D. ASUMBRADO