

August 31, 2025

HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Through: **JOEL REY U. ACOB**
Director, Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear ***Ms. Colis:***

Peace and All Good!

I am writing this letter to express my interest in working in Quality Assurance Center as Administrative Aide VI (Clerk III) Position.

I took my Degree of Bachelor of Science in Business Administration at The Franciscan College of Immaculate Conception. I wish to bring my knowledge, skills, and commitment to excellence to the organization.

During my work experience in a private Company as a Station Officer, I was able to hone my skills in Managing people, addressing customer complaints, data entry and filling out important reports. I am also aware of how to strictly follow the chain of command and obey the policies in an organization for a better and more effective way to address problems that may arise in daily operations. I also experienced being able to give service to the public as an Administrative Aid III at the Visayas State University Main Campus, Registrar's Office, wherein I was trained to do proper records keeping, checking authenticity of credentials coming from Students and from other schools. I am currently working as Administrative Officer II at DepEd Baybay City Division, Makinhas National High School. I believed that from my experience, I would be a good fit for any available positions that require this type of skills. I also believed that by having a Civil Service Eligibility (Professional) it is time for me to take the path of becoming a public servant to aid the Government in providing a quality public service and experience new things that will give me a chance to become a skillful employee and a better individual. The value that I've learned from my previous work experiences and my Faith in God will help me provide you with a better service.

Thank you for taking the time to consider this application. Attached herewith is my Resume with my contact details.

I am looking forward to speaking with you about this opportunity.

Sincerely,

DAN EFRAIM C. GALLEGO