

February 4, 2025

HONEY SOFIA V. COLIS

Director HRMO

Visayas State University

Visca Baybay City, Leyte

Dear Ms. Colis,

I am writing to formally apply for the position of Administrative Aide VI (Clerk III), Plantilla Item No.: ADA6-111-2023, at the Visayas State University – BOR and University Secretary.

I am a graduate of Bachelor of Science in Office Administration and have accumulated four years of professional experience as an Administrative Generalist at Leyte Dokiks Corporation. In this role, I managed various administrative and regulatory tasks, including processing government licensing permits, registrations, and environmental compliance requirements.

My responsibilities also encompassed handling applications and payments for utilities such as electricity, water, and internet services. Additionally, I was entrusted with the safekeeping and inventory management of all branch sales journals and sales invoices. I efficiently managed legal documents, including contracts of lease and their corresponding rental payments, whether on a monthly or annual basis.

Furthermore, I oversaw both incoming and outgoing communications, including business proposals, ensuring proper documentation and timely dissemination. These tasks have honed my skills in maintaining and updating database file records, handling records management, assisting in the receipt and distribution of documents, and drafting routine correspondence such as transmittal letters, special orders, certificates, and business correspondence.

I believe that my academic background, combined with my extensive administrative experience and strong organizational skills, make me a suitable candidate for this position. Attached are the necessary documents required for my application.

Thank you for considering my application. I look forward to the opportunity to contribute to your esteemed office.

Sincerely,



RAYMARK B. ILAIDA
Applicant