

26 January 2024

**Dr. Rotacio S. Gravoso**  
Director  
Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Sir:

Please consider me an applicant for the Administrative Officer II (Management and Audit Analyst I) position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order status stationed at the Records and Archives Office (RAO). I have been working here in VSU for almost 7 years now (2 years & 4 months as Clerk at DAEEx plus 4 years & 5 months at RAO). With my experience as dDRC/adDRC and background on ISO 9001:2015 standard, I believe that I am ready and confident enough in my ability to take the duties and responsibilities as Management and Audit Analyst. I have already equipped myself with skills and learnings which I have gained from various in-house orientation, seminars and workshops that I attended here in the University.

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.

  
**JIMBO S. POSAS**  
Applicant