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Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my genuine interest in applying for a position under the Human Resource Management and Development Office of Visayas State University. As a proud Viscan and a graduate of Bachelor of Science in Agribusiness, I am eager to return and serve the university that has significantly shaped my academic and professional journey.

Throughout my career, I have had the opportunity to work in various administrative roles that strengthened my skills in organization, documentation, communication, and personnel support—all of which are essential in the field of human resources. I worked at the Philippine Port Authority as an Administrative Staff, where my responsibilities included printing, sorting, and managing official documents on a monthly basis. This role required consistent attention to detail, confidentiality, and the ability to handle large volumes of paperwork efficiently.

In addition, I completed my On-the-Job Training at Anita's Home Bakeshop Inc., where I was exposed to employee-related functions, documentation processes, and internal coordination within the company. I also had the opportunity to serve as a student assistant at the University Registrar's Office, which further honed my administrative and interpersonal skills—particularly in handling student records and providing front-line assistance. These experiences have equipped me with a strong foundation in human resource functions such as records management, personnel assistance, document processing, and coordination with different departments. I believe these capabilities, paired with my genuine commitment to excellence and integrity, make me a competent candidate for a role in HRMD.

Attached are my résumé and other pertinent documents for your review. I am more than willing to provide additional information or attend an interview at your convenience.

Thank you for considering my application. I look forward to the opportunity to contribute to the continued development of Visayas State University.

Respectfully yours,

Clarence D. Eralino