

June 28, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VISAYAS STATE UNIVERSITY

Baybay City, Leyte

Dear Ma'am:

I am writing this letter for the job vacancy of Administrative Assistant III (Secretary II (A)) on permanent status of employment to be assigned in the BOR and University Secretary with the Plantilla Item No. ADAS3-63-2023 in Visayas State University Main Campus.

I obtained my Bachelor's Degree in Information Technology at Eastern Visayas State University Tacloban City. I wish to bring my knowledge, skills, and commitment to excellence to the respected Visayas State University.

I am currently connected in DSWD FO VIII as Administrative Assistant II at Records and Archives Management Section (RAMS). I maintain an exceedingly functional office environment while providing administrative support for day to day transaction of the office. I am responsible for maintaining and updating the databases for all issuances, receiving and transmitting documents in our office. I also conduct technical assistance regarding records management and perform other related tasks instructed by the immediate supervisor. Moreover, I have learned a lot with my current role but I am looking for more challenges to further enhance my skills and reach the best of my capabilities.

Therefore, with the current knowledge and experience I have in RAMS, I fully believe that I am a good fit for the aforementioned vacant position. Hoping for a positive feedback on this matter.

Thank you and more power to the agency.

Sincerely,



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