

March 28, 2025

HONEY SOFIA V. COLIS

Director, HRMD

G/F Administration Building

Visayas State University Baybay City

Leyte 6521-A

Philippines

Attn: JESSAMINE C. ECLEO

Head

Procurement Office

Dear Hiring Committee,

I am writing to express my interest in the position of Administrative Assistant I (Computer Operator I) in your esteemed Procurement Department, as advertised on the Visayas State University website.

I have acquired skills that align with the responsibilities of this role, including proficiency in Information Technology particularly using office applications operation, data encoding with speed and accuracy, which matches the qualifications for this position. My ability to adapt to various environments and work collaboratively with colleagues reflects my dedication to exemplifying integrity and professionalism as outlined in the competencies required for this role.

I would be honored to discuss my application and demonstrate how my skills and experiences align with the requirements of this position. Thank you for consideration.

Yours respectfully,



Rolando C. Miaga

Applicant