

August 14, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my enthusiastic interest in the Administrative Assistant II (Media Production Assistant). As a dedicated professional with a strong background in administrative tasks and a passion for contributing to the education sector, I am excited about the opportunity to become a valuable member of your team.

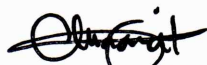
Throughout my 4 years of experience in administrative roles, I have consistently demonstrated my ability to handle a variety of responsibilities with efficiency and precision. In my current role as a Planning Support Staff at the DENR - Community Environment and Natural Resources Office, Ormoc City. I have successfully managed tasks such as processing all needed requirements in organizing an event, processing all the requirements needed for purchase requests, and providing support to the CENRO during planning workshops, seminars, and meetings. I also work as a VSUEE Technical Support for students and teachers in the learning management system of the University and Alternate Deputy Document Record Controller under the office of Instructional Materials Development. As a technical support representative, my work is 24/7 because anytime there is a query or concern for them, I always try my best to answer them as soon as possible. I feel happy and satisfied every time I help them with their LMS problems.

I am deeply motivated by the mission of Visayas State University to be a global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation. I am confident that my dedication to excellence aligns perfectly with the university's goals.

Enclosed is my Personal Data Sheet (PDS) with attachments as support, which provides a comprehensive overview of my professional background and accomplishments. Please feel free to contact me at +639510348551 or charymaarat@gmail.com to arrange an interview at your convenience.

Thank you for considering my application. I am excited about the potential to join Visayas State University and contribute to its mission of educational excellence.

Sincerely,



CHARITY A. MAARAT

Applicant