

10 December 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear **Ma'am Colis**:

Greetings!

Dear Sir:

Greetings!

I am writing to formally express my interest in applying for Administrative Aide VI (Clerk III) in your humble office. With my educational background in Business Administration major in Human Resource Development Management and a Licensed Professional Teacher major in Social Science, combined with 8 years of experience in administrative and operational management, I would like to offer my vast expertise and skill set to advance my professional career in a new setting and find employment in the government industry.

In my previous role as an Office Clerk for the past six years and now as an HR Assistant on a private company, I successfully managed administrative records, perform administrative and clerical tasks to support the daily operations of an office and the ability to work well with others. My experience has honed my skills in organizational planning, resource management, and stakeholder coordination, which are crucial for a dynamic role as an administrative staff.

I am deeply committed to the principles of public service and am particularly inspired by its professionalism, ethics, providing good services and quality education. I am eager to bring my dedication and skills to VSU Baybay and contribute to its growth.

Enclosed are my relevant certifications, and other supporting documents as per the application requirements. I am available at your earliest convenience to discuss how my qualifications align with the needs of your organization.

Thank you for considering my application. I look forward to the opportunity to serve and contribute to the continuous success of this respective public institution.

Respectfully,



Dina S. Barola
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Administrative Aide VI (Clerk III) - Applicant