

21 June 2021

DR. ANABELLA B. TULIN

Dean

Office of the Graduate School

Visayas State University

VISCA, Baybay City, Leyte

Dear Dr **Tulin**:

I have read from the job posting of the Visayas State University that there is an available position of Administrative Officer II (permanent) position for your office. I am applying for the said position.

I have been working in this university for already quite a time. My first assignment was at the Office of the Director of Instruction (ODI), then to OVPAA. Presently, I am assigned in the Department of Meteorology a newly established department under the College of Engineering and Technology

When I was working at ODI/OVPAA I was thoroughly exposed on curriculum/ degree programs of the university both the undergraduate and the graduate programs, thus, I have knowledge on curriculum, admission and coordination of different programs in the academic units of the university. This time, being assigned in an academic unit/department, my administrative skills are fully applied and more enhanced as I helped in establishing the department compliant to ISO 9001:20015 standards.

My work experiences in VSU developed and molded me into a more professional and competent worker. The nature of my work greatly enhances my communication skills especially that I am always working with supervisors, faculty, staff, students and other clients who came to the office.

With the diverse of work that I have been through, I am more equipped and prepared of the challenges that I will be encountering in the future work that I am applying. If given the chance for the position, I am committed and I will continue to do my best as a team worker to deliver the expected output in an excellent manner. I am willing to come to your office at your most convenient for interview. Please contact me in my address:

LORNA B. ABAMO

Department of Meteorology

College of Engineering and Technology

VSU, Baybay City Leyte

Tel. No. 0999 993 8830

E-mail Address: lorna.abamo@vsu.edu.ph

Thank you so much for accommodating my application for the said position.

Respectfully Yours,


LORNA B. ABAMO

Applicant for Administrative II