

August 15, 2024

**DR. PROSE IVY G. YEPES**

*University President*

Visayas State University

Pangasugan, Baybay City

6521 Leyte

Thru: **HONEY SOFIA V. COLIS**

*Director, HRMO*

Dear President Yepes,

I am writing to express my strong interest in the Administrative Officer II (HRMO I) position, which I came across on the CSC Weebly website on August 8, 2024. With over five years of experience in administrative services, particularly in planning, budgeting, social services, executive assistance, and human resource management, I am confident in my ability to contribute effectively to the administration of Visayas State University.

I earned Bachelor's degree in Secondary Education, majoring in Mathematics, which I completed in 2018. My passion for human resource management has driven me to further my education, and I am currently enrolled in the Master's in Public Resource Management (MPRM) program. Although I am in my first semester, I have already gained valuable insights into Human Resource Management principles and practices, which complement the skills I have acquired over the years.

Having developed a range of skills from my previous experience, I am eager to continue growing and learning in an environment that fosters development and excellence. Your institution, known for its best practices in Human Resource Management in Eastern Visayas and the Philippines, is the ideal place for me to advance my career. Currently, I serve as the Executive Assistant to the Director of EVSU Ormoc Campus and am also designated as a BAC Secretariat member.

I am excited about the possibility of discussing this position and my application in more detail. I look forward to hearing from you at your convenience.

Thank you, and Godspeed!

Sincerely yours,



**ARIEL C. MORILLA**  
Applicant