

March 13, 2024

MARIA TERESSA A. CRUZ

Head

Internal Audit Service

Visayas State University

ViSCA, Baybay City, Leyte



Dear Ma'am;

Good day!

This is to respectfully express my intention to apply for the recently posted permanent positions as INTERNAL AUDITOR III at the VSU MAIN Campus (Internal Audit Services).

I am a graduate of Bachelor of Science in Statistics at Visayas State University and have finished my Master in Management major in Public Administration at Philippine Christian University, holding with First Level Eligibility and Second Level Eligibility.

My previous work as a **Statistician** position in System and Procedure Improvement Division (SPID) in the Manila International Airport Authority (MIAA) and **Researcher** position in Plans and Programs Division (PPD) in the same agency gave me experience in forecasting and analyzing of data using statistical method for the development and implementation of a successful airport operations. In the same office gave me experience in Quality Management System (QMS-ISO) specifically in quality assurance in airport operations.

And, in my current work as a **Terminal Operations Assistant A** position in *Airport Ground Operations and Safety Division (AGOSD)* in the Manila International Airport Authority (MIAA) has given me experienced in Gate planning, Airport flight information, aircraft coordination and integration of data in four terminals. In addition, I was assigned in the *Office of Senior Assistant General Manager (OSAGM)* for doing the Presidential Management Staff (PMS) Daily Accomplishment Report and Weekly Airport Sector Report during pandemic and send to DOTr office and Office of the President thru email. Recently, I'm prepare, tabulate, consolidate and analyze the data of flights and passengers for the monthly and quarterly statistics report of NAIA operations.

This background, combined with over fourteen (15) years of general airport operations, abilities in data and statistical analysis, and development experienced, has given me a unique perspective that would be valuable in meeting the responsibilities of the positions above. I would welcome the opportunity to meet with you to discuss my qualifications details.

Thank you for taking the time to consider this application.

God bless you always with your family.

Sincerely,

A handwritten signature in black ink, appearing to read 'Danilo G. Dumaguing'. The signature is stylized with a prominent 'D' and 'G'.

DANILO G. DUMAGUING

09161776436

09519815183

ANNEX A

APPLICANTS	DANILO G. DUMAGUING
POSITION APPLYING FOR	INTERNAL AUDITOR III at the VSU MAIN Campus (Internal Audit Services)
PRESENT POSITION	Terminal Operation Assistant A AICCC-AGOSD, MIAA
EDUCATION	<ul style="list-style-type: none"> ✧ Bachelor of Science in Statistics Visayas State University ViSCA, Baybay City, Leyte Year Graduated - 1996 ✧ Master in Management in Public Administration Philippines Christian University Year Graduated - 2020
WORK EXPERIENCE/ACCOMPLISHMENT/AWARDS	<ul style="list-style-type: none"> ✧ Terminal Operations Assistant A: Gate Planner, Coordinator, Flight Information and Data Tabulation Analyst AICCC-AGOSD, MIAA November 16, 2018 to Present ✧ Researcher LBPSC - MIAA Plans and Programs Division (PPD) March 18, 2014 to November 15, 2018 ✧ Statistician LBPSC – MIAA Systems and Procedures Improvement Division (SPID) December 14, 2009 to September 11, 2013
LENGTH OF RELEVANT WORK EXPERIENCE	Almost 15 years
COMMENDATION / AWARDS	N/A
TRAININGS	<ul style="list-style-type: none"> ✧ SEMINAR ON THE 8 NORMS OF CONDUCT FOR PUBLIC OFFICIALS AND EMPLOYEES at AVR on Nov. 10, 2023 ✧ Emergency and Disaster preparedness Training (EDPT) Held on June 7, 2023 ✧ Drug Free Workplace Program Orientation conducted via Zoom Application on May 24, 2022 ✧ RADIO LAND MOBILE USAGE WEBINAR ON NOVEMBER 16, 2021 ✧ Basic Occupational Safety and Health (BOSH)Orientation Cascading Sessions virtually via Zoom on October 12, 2021
	<ul style="list-style-type: none"> ✧ Ramp Operations Safety Awareness Seminar Via Zoom on Sept. 20, 2021 ✧ CASCADING SESSION ON ENVIRONMENTAL MNGT. SYSTEM AWARENESS ON SEPT. 2, 2021 ✧ WEBINAR ON MENTAL HEALTH RESILIENCY VIA ZOOM ON AUGUST 26, 2021 ✧ CASCADING SESSION ON PRIME-HRM VIA ZOOM ON JUNE 2, 2021 ✧ Seminar on Delivering Service Excellence on March 31, 2021 (4 hours) ✧ Trade Union Leadership and Administration (TULA)

	<p>Seminar on March 20-21, 2021 (16 hours)</p> <ul style="list-style-type: none"> ✧ Integrity, Transparency and Accountability in Public Service (ITAPS) Seminar on November 13, 2019 (8 Hours) ✧ Cascading Sessions on Airside Operations on July 12, 2019 (8 hours) ✧ SMPP Basic Orientation Seminar on April 8, 2019 (4 hours) ✧ Safety Management System Cascading (A Briefer on the NAIA SMS Manual) on November 16, 2018 (4 hrs) ✧ Seminar on Proper Disposal of Hazardous Materials and Waste Reduction Program on April 3 to 5, 2013 (24 hrs) ✧ DEFINE, MEASURE, ANALYZE, IMPROVE, CONTROL (DMAIC) Methodology Training on June 8 to 11, 2010 (32 hrs) ✧ Root Cause Analysis (RCA) Training on April 7 to 8, 2010 (16 hrs) ✧ Process-Based Documentation & Document/Data Control Workshop (T2& T3) on January 14 to 15, 2010 (16 hrs)
MEMBERSHIP AFFILIATION	N/A
ELIGIBILITY	CAREER SERVICE PROFESSIONAL
SPMS FOR THE LAST TWO RATING PERIODS	<ul style="list-style-type: none"> - VS - VS
STATUS OF EMPLOYMENT	Permanent
SKILLS	Computer Literate
REMARKS	More than 20 years in government service
ADDITIONAL INFO	<p>Age – 53</p> <p>Status – Married</p> <p>Dependents – Six (6) Children</p>