

Zone 5, Brgy Guadalupe  
Baybay City, Leyte  
March 20, 2023

EDGARDO E. TULIN, Ph. D.  
University President  
Visayas State University  
ViSCA, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Sir,

Good Day! I am writing to apply for the vacant position Administrative Officer III (Records Officer II) in the Visayas State University Main Campus. I acquired my Master of Management in Agribusiness Management degree in VSU Main Campus last June 2019 and my Bachelor of Science in Agribusiness in the same University last April 2015.

Before pursuing my Master's Degree, I worked as a Store Specialist at Globe Telecom Baybay Branch and then in Visayas State University as a Geographic Information System (GIS) Encoder for Phil-LiDAR II.

Currently I am working at Landbank of the Philippines Baybay Branch as a Customer Associate since December 2021. As an enthusiastic and motivated individual, I have a strong attention to details and am incredibly organized. My previous experiences allowed me to develop common and core competencies needed for a records officer, such as record keeping and proper documentation of day-to-day transactions, report writing, numeracy skills and problem solving.

For further details, please refer to my attached Personal Data Sheet (PDS) and Transcript of Records (TOR). I am willing to present myself for an interview in your most convenient time. You can contact me through my mobile number, 09286854901 or my email [kerryuy@gmail.com](mailto:kerryuy@gmail.com).

Thank you very much and hope to hear from you soon.

Respectfully yours,

  
KERRY U. SUDARIA  
Applicant