

June 5, 2023

HONEY SOFIA V. COLIS

Director

Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Director Colis:

Good day!

By way of introduction, I am **LYN A. MALAYO**, currently employed as Clerk III of the Metropolitan Trial Court ("MTC") of Parañaque City, Branch 87. I am writing this letter to express my intention to apply as **ADMINISTRATIVE AIDE IV**.

Having been in public service for almost 30 years, I possess the necessary aptitude, professionalism and excellence expected of an Administrative Aide.

As a Clerk, my primary responsibility includes keeping years-worth of voluminous records of court cases, creating and maintaining a records management system, updating existing records and records database, handling mails and preparing letters and correspondence, among others. I also deal with the concerns of the people on their matters with our branch.

I have also attended relevant trainings and seminars to improve my skills in records management. I also attended trainings to keep me abreast of the technological advancements in records management such as the *E-Court User's Training Course* conducted by USA International Development and organized by the local government of Makati City, where I underwent training in line with the digitalization efforts of the Supreme Court of the Philippines.

As a graduate of *Junior Secretarial Court*, a two-year degree program, from the *Divine Word University Tacloban*, I was honed to deliver excellent service and efficient administrative support to my team.

I look forward to hearing from you as regards my application. To get to know more about my professional and educational background, I have also submitted my (a) resume, (b) Transcript of Records, (c) Personal Data Sheet, (d) Certificate of Eligibility and (e) relevant training certificates. Should you have any questions, you may reach me through my contact details provided below.

Thank you for your time in considering my application.

Best regards,



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