

June 13, 2024

JESSAMINE C. ECLEO

Head
Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS
Director, HRMO

Dear Ma'am,

Herewith my Personal Data Sheet (PDS). I am writing this letter of intent to show my interest and willingness to apply for the vacant position of Administrative Assistant I at the Procurement Office.

I am Winna A. Tagactac, undertaking the opportunity for my career growth, enhancing my skills, and widening my perspectives. I also want to contribute to the office/agency my learnings acquired in three (3) years working as Administrative Aide III. With the knowledge I acquired in my degree studies and my experience in purchasing field, which is align with the duties and responsibilities of your office. I believe I suit and capable for the vacant position. I am a person who is career-driven and can easily adapt to changes. I am open for growth and new responsibilities that will mold me to become a better public servant.

I look forward to working with you in the future and contribute to your institutional goals.
Thank you for your time and consideration.


WINNA A. TAGACTAC
Applicant