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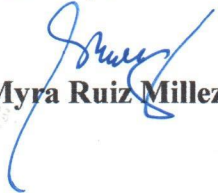
Date: December 10, 2025

MS. HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

I am applying for the Administrative Aide III position in the Quality Assurance Center at Visayas State University. I have served the university for a total of ten years—two years as a Laboratory Aide and eight years as a Clerk in the College of Arts & Sciences, BAC Assistant, and the Procurement Office. From 2020–2023 I worked as Alternate Deputy Records Controller (DDRC), and from 2023–2025 I have been DDRC, handling procurement records and ensuring compliance. I am a Civil Service Sub-Professional Eligibility passer with RA 9184 training, and I am dedicated, detail-oriented, and eager to contribute to the Center's mission.

Sincerely,



Myra Ruiz Milleza