

February 3, 2025

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

Ms. Colis,

I am pleased to submit my application for the **Administrative Aide III** position at the **Cash Office**. I am currently working at the university as a **Deputy Documents and Records Controller** (Job Order Status) in the **Procurement Office**.

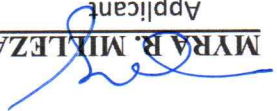
With over **nine years** of experience in various offices and departments at **Visayas State University**, I have gained extensive knowledge and skills in clerical work, including **filing, document and records management, and public relations**.

I hold a **Civil Service Sub-Professional Eligibility** qualification and am confident in performing administrative duties. My versatility allows me to handle multiple tasks efficiently, and I am committed to delivering more than what is expected. I continuously strive for improvement and aim to be a productive and supportive team player, ensuring that I uphold the trust placed in me.

I welcome the opportunity to continue serving the university in this role. Please find my **resume and Personal Data Sheet** attached for your reference.

Thank you for your time and consideration.

Best regards,


MYRA B. MILLEZA
Applicant