

August 11, 2025

MS. HONEY SOFIA V. COLIS

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Good day, Ma'am:

I am writing to express my interest in the **Administrative Assistant II (Human Resource Mgt Asst)** position with Plantilla Item No. **ADAS2-81-2023**.

I have nearly three years of experience working as a Human Resource Assistant/Generalist in a retail industry, where I handled two store branches with a total of 200 employees. I also worked at Southern Leyte State University – Main Campus, as an HR Data Associate under the Office of University Human Resource Management and Development, for almost 2 years.

Currently, I am employed as an HR Staff (Recruitment/Payroll) at a corporate company in Cebu City. However, I am eager to return to government service, which is one of my career goal for this year—especially after passing the Civil Service Exam last March 2024.

I am confident in my ability to provide quality service to clients, and I am proficient in using modern technologies. I also adapt quickly to new work environments.

Thank you for taking the time to consider my application. You may contact me with this number 09551390313, and I look forward to hearing from you soon.

Respectfully yours

**IVY JOY P. RAMOS**

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