

March 26, 2024

**GUIRALDO C. FERNANDEZ JR.**

BOR & University Secretary  
Visayas State University  
Visca, Baybay City, Leyte

THRU:

**HONEY SOFIA V. COLIS**

Director  
Office of the Director for Human Resource Management

Dear **Prof. Fernandez:**

Greetings of good health!

I read VSU HRIS that the university is looking for an Administrative Assistant III (Computer Operator II) under your good office–Office of the University Secretary. In view of this, I would like to express my intention to apply for the said position.

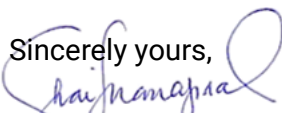
I am Shaira B. Manapsal, a graduate of Bachelor of Science in Biotechnology in this university and is on my Masters in Management at Southern Leyte State University. I am currently employed in this institution as Agricultural Technician I under the Institute of Tropical Ecology and Environmental Science (ITEEM). I was also the Consortium Secretariat of the Visayas-Mindanao Consortium of Journal Publication, Inc. (VMCJPI) for more than a year under the supervision of Dr. Francis Ann Sy, Vice-President for Research, Innovation and Extension Services and now the OIC-University President. I am also a former Part-time Instructor here at Southern Leyte State University-Main Campus under the Institute of Arts and Sciences handling Environmental Science, Technology and Society. I am also the clerk of Dr. Annabelle M. Hufalar from Dr. Hufalar as the Vice-President for Students and Auxiliary Services and as the Vice-President of Academic Affairs.

I have a lot of experiences when it comes to administrative roles and tasks from currently the Deputy Document and Records Controller (dDRC) and Alumni Communicator of the department, Consortium Secretariat of the VMCJPI, and clerk of Dr. Sy and Dr. Hufalar. I have advanced knowledge when it comes to MS Word, MS Excel, MS PowerPoint etc. Since I have been working in a university, I have quite a knowledge on how the university works on administrative level – from preparing minutes and communications, gathering of necessary data for CHED submissions, preparing necessary documents for accreditations and ISO leveling, accomplishment reports, and other office and academic-related works. I work beyond office hours if needed and can work individually or as a team. I am willing to be trained, and gain new knowledge and experiences.

Visayas State University has been my home for so many years and I would like to continuously give back to the university the things I owe to it by serving with all of my heart.

Should you have any further questions, you can e-mail me at my e-mail address [shaira.manapsal@vsu.edu.ph](mailto:shaira.manapsal@vsu.edu.ph) or message me on my phone number **09165390892**.

Thank you so much for your time. Keep safe.

Sincerely yours,  
  
**Shaira B. Manapsal**