MARIO LILIO P. VALENZONA
Director
Project and Development
Visayas State University
Visca, Baybay City, Leyte
Noted:

HONEY SOFIA V. COLIS   **MOISES NEIL V. SERIÑO**
Director, HRMD   Vice President for Administration and Finance

April 9, 2025

Greetings!

I hope this message finds you well.

I am writing to express my interest for the position as **ADMINISTRATIVE AIDE IV** (Clerk III).

My name is **Aira E. Portugal**, and I am a graduate of **Visayas State University Tolosa Campus**, where I completed my **Bachelor's degree in Secondary Education, majoring in MAPEH**, in **June 2019.** Additionally, I am a **licensed educator**, having passed the licensure exam on **October 2, 2022,** and obtained my certification on **December 17, 2022**.

I bring with me over a year of experience in administrative and human resource roles, having served as an Admin and HR Assistant at Palo Polytechnic College, a private institution, for one year and three months. In this capacity, I was involved in various administrative tasks that included managing office operations, handling HR functions, and assisting in the day-to-day needs of the institution. My experience in these areas has greatly developed my organizational skills, attention to detail, and ability to multitask effectively.

Moreover, I have also gained valuable experience as a Statistical Enumerator on project-based assignments for the LFS/FIES First Visit 1, and I have volunteered with the Archdiocese of Palo and the Philippine Red Cross Leyte Chapter. These roles further enhanced my communication, interpersonal, and problem-solving skills.

I have attached my Personal Data Sheet (PDS) other supporting documents for your review. I am available for an interview at your convenience and can be reach at Mobile **# 09535288468** or via email: **portugalaira26@gmail.com**

Thank you for considering my application. I look forward to the opportunity to discuss how my background aligns with your needs and how I can contribute to your esteemed institution.

Sincerely,

Aira E. Portugal, LPT

Applicant