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TONI MARK DARGANTES

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Director, Planning Office

Visayas State University

I am writing to express my interest in the Administrative Aide VI position at the Planning Office, as advertised on VSU Jobs. With a diverse background in education, human resources, and administrative support, coupled with my specific experience in managing administrative processes within the university's HR functions as well as the core dDRc at VSULHS office, I am confident that I can contribute effectively to your team.

I hold a Bachelor's degree in Secondary Education, graduating with a GPA of 1.6, and I am a licensed professional teacher. I have also been pursuing a Master's program in Arts and Education, which have equipped me with strong organizational and communication skills that I have further honed through practical experience.

In my previous role as an HR Assistant at the VSU Human Resource Management Office (HRMO), I have had the privilege of serving as the Secretariat for both the APB & NAPB. My responsibilities in this capacity include coordinating meetings, preparing documents and reports for board evaluations, maintaining comprehensive records of decisions, and ensuring that the processes are in line with university policies. This role has sharpened my attention to detail, as I am responsible for managing sensitive personnel data and ensuring compliance with internal procedures. I believe this experience directly aligns with the key administrative duties required for the Administrative Aide VI position at your office.

Additionally, my 9 months of teaching experience at VSU Laboratory High School (VSULHS) provided me with hands-on exposure to the academic environment, where I successfully managed class schedules, student records, and various administrative tasks. In my current position as an Administrative Aide at VSULHS on a job order status, I have further developed my skills in managing official documents, ensuring accurate filing and record-keeping, and assisting in administrative tasks that support the daily operations of the school.

In all of my roles, I have demonstrated an ability to work efficiently under pressure, prioritize tasks, and communicate effectively with various stakeholders. Furthermore, I am committed to continuous professional growth. I have participated in several training seminars, such as the ISO Awareness Seminar, Basic GPPB Training Course on RA 9184, and other relevant workshops, which have deepened my understanding of administrative processes and compliance.

I am excited about the opportunity to bring my skills in document management, communication, and administrative support to the Planning Office. I am confident that my experience, particularly with the APB and NAPB Secretariat and being the document data controller at VSULHS, has prepared me to contribute meaningfully to your team's efforts in supporting the university's administrative needs.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences can support the important work of the Office of the University Secretary. Please feel free to contact me at your convenience to arrange an interview.



Ashierah Rhyce B. Esco