



VISAYAS
STATE UNIVERSITY



**PHYSICAL PLANT
OFFICE**

June 3, 2024

MARIO LILIO P. VALENZONA

Head, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
Director, HRMO

Dear Sir,

Greetings!

I hope this letter finds you well. I am writing to express my interest in applying for **ADMINISTRATIVE ASSISTANT II POSITION (Clerk IV)**, available at the Physical Plant Office.

I graduated BS in Business Administration Major in Human Resource Development and Management at FCIC. I have a Career Service (Professional) Second Level Eligibility. Currently, I am a JO worker here in Visayas State University assigned at the Physical Plant Office, for 4 years as a clerk, entrusted with important tasks and responsibilities like, preparing for the monthly electrical, water and garbage consumption of all VSU staff, faculty, dorms and income generating projects, doing secretarial works such as recording minutes of meeting, drafting communication letters, developing record matrix system for easy access of files, and many more. I was an Accounting Staff before at LGU for 1 year and I also had my OJT at the Baybay City Water District for 3 months doing basic clerical works.

Over the duration of my current status as a job order worker here at PPO, I have had the privilege of gaining a deep understanding of our department's processes, programs and objectives. This firsthand experience has not only equipped me with the necessary skills to excel in the role but has also instilled in me a profound commitment to the values and mission of our organization. I am confident that my skills, experience, and passion make me a strong candidate for the position, and I am eager for the opportunity to discuss how I can further contribute to the success of our team. I am particularly drawn to the permanent position because I believe it will allow me to leverage my existing knowledge and skills to make even greater contributions. Moreover, I am eager to take on additional responsibilities and challenges that come with a more permanent role, and I am confident in my ability to excel in such capacity.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy with you in more detail.

Warm regards,

ALFE MAE ANN E. MARINAY
Applicant