

June 5, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of Administrative Officer V (Administrative Officer III) at Visayas State University, as advertised. With a track record of effective administration and operational management, I am excited about the opportunity to be part and contribute to the ongoing success and growth of your institution.

Currently, I am serving as Administrative Officer IV (Human Resource Management Officer II) at the Department of Education, Schools Division Office of Baybay City. In this role, I have improved my skills in office administration, project coordination, and policy implementation.

My experience at DepEd has equipped me with a good understanding of the administrative processes essential to supporting an academic environment. I have developed an organizational, interpersonal, and problem-solving skills, which I believe are crucial for the role of the applied position.

I am impressed with VSU's dedication to academic excellence and community service. I am interested to share my expertise in administration to support your mission and contribute to the university's strategic goals.

I am looking forward to the opportunity to discuss how my background, skills, and certifications align with the needs of your team.

Sincerely,



JULIUS CESAR L. DE LA CERNA
Applicant