

July 25, 2023

HONEY SOFIA V. COLIS

Director, Human Resource Management Office
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am,

Good day!

I saw a job posting on the VSU HRIS website pertaining to a vacant position in your office, particularly the Supervising Administrative Officer position. In connection with it, I am writing this letter to express my interest in applying for the said post.

I am currently serving as an Instructor here in the university and prior to joining in the academe, I previously worked as a Science Research Assistant (in 2015, just days after graduation) of the different research studies conducted within and outside VSU. As an SRA, I have performed various clerical and administrative tasks, including financial record keeping. Also, aside from doing fieldwork, I have also supervised the enumerators and other field workers of the research projects I was involved in. I've also conducted focus group discussions, interacting with the various stakeholders, and the like, which have given me prior exposure and experience in the field of administration and supervision.

Currently, aside from teaching, I am also involved to the various research and extension projects that are both external and VSU-funded, wherein I am tasked to manage, coordinate, and supervise the field research assistants and enumerators of the various projects I am currently involved. Also, I am currently pursuing a graduate degree in education, specializing in administration and supervision which has given me more theoretical knowledge of this field.

Also, I am an internet and computer savvy, wherein I am proficient with computer related stuffs such as developing data management systems (DMS) or database using Microsoft Access, wireless and wired networking, multimedia publishing (Adobe Photoshop, Adobe Lightroom, Sony Vegas, etc.) computer reformatting, hardware troubleshooting, etc. I am also a trainer and an experienced user of Open Data Kit (ODK) and Kobo Toolbox for effective and efficient data collection. I've also served as a resource person and have conducted trainings pertaining to quantitative data management and statistical analyses using Excel, SPSS, JASP, Jamovi and other advanced statistical software like Stata and R. Furthermore, I can also do some financial accounting or bookkeeping tasks since I have completed six (6) units of accounting courses during my bachelor's degree, and I am also an NC III holder (National Certificate in Bookkeeping) duly issued by TESDA.

I may consider myself a novice in this field, given that my educational background and work experience is more inclined to instruction/teaching, but I am always passionate about learning new things which could enhance myself and perform the duties I am expected to do. Perhaps, I may not be the best candidate for the position I am vying for but rest assured that I will do my very best should I be given a chance. Should you wish to contact me, you may reach me thru my emails: idcustodio@vsu.edu.ph /

iadavecustodio@gmail.com or mobile phone thru 0917 956 5029 (Globe) or you may see my attached CV for further details.

Thank you very much and God bless!

Sincerely yours,



IAN DAVE B. CUSTODIO, MSc., MAEd (*cand.*)
Applicant