

MARIA FATIMA B. ESTROSAS

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June 6, 2024

ENGR. MARIO LILIO P. VALENZONA

Head

Physical Plant Office

Visayas State University

Visca, Baybay City, Leyte

Dear **Engr. Valenzona**,

I am writing to express my intent to apply for the position of **Administrative Officer IV**, as advertised on the VSU HRMIS system. Currently, I am employed at Visayas State University (VSU) as an Administrative Assistant II in the Alumni and Community Relations Office (ACRO). I am eager to seek new opportunities to grow both as an individual and as a professional by applying for a higher position within your esteemed office.

For more than seven years, I have been effectively working at VSU, primarily focusing on project monitoring and evaluation of the university's extension projects. In this role, I am responsible for communicating and updating all extension project leaders regarding various activities, facilitating project funds and resources, monitoring project budget utilization, and addressing concerns of project leaders.

During my one year at the ACRO office, I developed a system that streamlined operations for alumni registration and membership. I am a proficient administrative assistant, and my skills extend to technical writing, management, system development, and media production.

With my extensive experience and diverse skill set, I am confident in my ability to contribute positively to your office, ensuring that all university-owned physical facilities are operational and well-maintained.

Thank you for considering my application. I would be delighted to discuss this potential job opportunity further. Please feel free to reach me via the contact information provided at the top of this letter.

Sincerely,



MARIA FATIMA B. ESTROSAS