

# JERLYN M. DONAYRE

## Administrative Aide IV

+63-926-308-1160  
jerlyndonayre@gmail.com  
Zone 1, Baybay City, Leyte

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24th February 2025

MARLON M. TAMBIS

Director, Philippine Root Crops & Research Training Center

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Tambis,

I am excited to apply for the Administrative Officer IV position at Philippine Root Crops Research & Training Center. As an Administrative Officer III at Visayas State University's Risk Management Office under Job Order status, I have developed expertise in office administration, compliance, and process optimization.

With a Bachelor's degree in Computer Science from VSU-Main Campus, I possess technical knowledge, analytical thinking, and automation skills that enhance administrative efficiency. My experience includes managing documents, budgets, and schedules while ensuring compliance with institutional policies. I have successfully streamlined office operations, extracted valuable insights through data mining and analysis, and leveraged scripting to automate Google Sheets for improved workflow efficiency. Additionally, my strong communication skills and attention to detail allow me to build positive relationships and maintain accuracy in documentation.

I am eager to bring my expertise and innovative approach to your team. I welcome the opportunity to discuss how my skills align with your needs. Please find my resume attached, and feel free to contact me at your convenience.

Thank you for your time and consideration.

Warm regards,

**JERLYN M. DONAYRE**