

**March 29, 2025**

**MS. HONEY SOFIA V. COLIS**

HRMO Director

Visayas State University

ViSCA, Baybay City, Leyte

**Dear Ms. Colis,**

I am writing to formally apply for the position of **Administrative Assistant I (Computer Operator)** in the **Procurement Office**. Currently, I am serving as a **Deputy Documents and Records Controller/Clerk** (Job Order Status) in the **Procurement Office** at Visayas State University. Over the past **eight years**, I have worked in various offices and departments within the university, primarily handling clerical tasks. Through these experiences, I have developed strong skills in **filing, document and records management, and public relations**.

I hold a **Civil Service Sub-Professional Eligibility** and am confident in my ability to perform administrative duties efficiently. My versatility allows me to manage multiple tasks effectively, ensuring that I meet and exceed expectations. I am committed to delivering high-quality work, continuously improving my skills, and contributing positively to the team.

I welcome the opportunity to continue serving the university in this capacity. Please find my **resume** and **Personal Data Sheet** attached for your reference.

Thank you for your time and consideration. I look forward to your positive response.

Respectfully yours,

  
**MYRA R. MILLEZA**  
Applicant