

JONALYN C. PAGLINAWAN

Purok 6 Brgy. Concepcion Ormoc City, Leyte

Phone: 09498866518

April 7, 2025

HONEY SOFIA V. COLIS

Director, Human Resource Management and Development

Visayas State University

Baybay City Leyte

Dear Dir. Solis,

A pleasant day to you!

I am writing to express my sincere interest in the position of **Administrative Officer II (Human Resource Management Officer I)**, as posted. With a solid background in both environmental management and administrative functions, I am confident in my ability to contribute effectively to your office's goals and services.

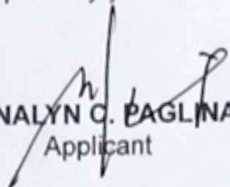
Currently, I serve as Section Head under the Mineral Land Management Section of the City Environment and Natural Resources Office (ENRO) in Ormoc City. My responsibilities involve supervision, strategic planning, performance monitoring, and coordination — all of which have honed my skills in process management, report writing, and interpersonal relations. These experiences align well with the competencies required for the position, particularly in human resource development, facilitation, and administrative services management.

My academic background includes a Bachelor of Science in Biology (Ecology) and a Diploma in Professional Education. I also consistently pursue professional development through relevant trainings such as Basic Incident Command System, Local Planning, and Project Management in local governance.

I am passionate about public service and committed to integrity and excellence. I look forward to the opportunity to contribute to your esteemed institution and would welcome the chance for an interview at your convenience.

Thank you for considering my application.

Respectfully yours,



JONALYN C. PAGLINAWAN
Applicant