

July 1, 2025

HONEY SOFIA V. COLIS

Director, Human Resource Management and Development
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Colis**:

Peace-filled Greetings!

I am writing to express my interest in the **Administrative Aide IV (Clerk II)** position currently available within your esteemed department.

I am Shara Liz D. Brehonio, a **Civil Service Professional Eligible**, a resident of Inopacan, Leyte, currently serving as an Administrative Aide III (Job Order) at the Quality Assurance Office, with almost 3 years of dedicated service. In this role, I handle various administrative duties such as filing, typing, copying, and scanning. I am also responsible for preparing and tracking documents related to ISO audits, surveillance audits, and the Philippine Quality Award (PQA) accreditation.

Additionally, I prepare minutes of meetings, draft memos, referenda, and official communication letters, and assist in facilitating seminars and training programs. I am particularly proud to have played a key role in the successful renewal of our ISO certification this year—a testament to my commitment to high standards and my ability to perform efficiently under pressure.

Previously, I served as an Administrative Aide III (Registration Kit Operator) at PhilSys for almost a year. I was in charge of managing registration kits for the National Identification Card program and provided both administrative and frontline customer service support. This experience enhanced my skills in computer operations and client relations, allowing me to manage diverse responsibilities with professionalism and accuracy.

With this, rest assured of my dedication to this dignified mission. I hope that my above request merits your kind, understanding, and favorable response. Please feel free to contact me at 09286296510 or at sharalizbrehonio@gmail.com.

Thank you and Godspeed!

Respectfully yours,

SHARA LIZ D. BREHONIO

Applicant