

March 10, 2024

DR. DANIEL LESLIE S. TAN

OIC President

Visayas State University

ViSCA, Baybay City, Leyte

Thru: **MS. HONEY SOFIA V. COLIS**

HRMO Director

Dear Sir:

I wish to submit my application for Administrative Aide VI. I am currently working in the university as a deputy documents and records controller (Job Order Status) at the Procurement Office. I have worked in different offices and departments at Visayas State University for a total of 7 years and counting, carrying out mostly clerical works, thus acquiring knowledge, experiences, and skills in clerical works such as filing, documents and records keeping, and public dealings.

I have a Civil Service Sub-Professional Eligibility qualification and I am confident in performing administrative duties and versatile enough to carry out various multiple tasks I am entrusted with. I assure you my full effort to deliver more of what is expected from me, improve as much as I can, and become a productive and supportive team player to repay the trust you will have shown in taking me on in the position.

I welcome the opportunity to continue working at the University with the position offered, that is Administrative Aide VI, in the Supply and Property Office. Kindly see my Resume and Personal Data Sheet for your reference.

Thank you for your time and consideration.

Respectfully yours,



Myra R. Milleza

Applicant