

November 1, 2024

DR. PROSE IVY G. YEPES

President
Visayas State University (VSU)
ViSCA, Baybay City, Leyte

Through:

DR. ELWIN JAY V. YU

Chairman, Non-Academic Personnel Board (NAPB)
Vice President for Administration and Finance
Visayas State University (VSU)
ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

Greetings!

I am writing to express my interest in the position of Administrative Officer III (Records Officer II) at VISAYAS STATE UNIVERSITY (VSU). With eleven (11) years of experience in the role of Supply and Property Clerk, I believe that my skills, knowledge, and attitude make me an excellent fit for this opportunity.

In my current work as an Administrative Aide VI at the Supply and Property Office here at VSU, I developed a strong understanding of managing documentation and maintaining accurate records. The job taught me about the importance of attention to detail, organization, and adherence to protocols. These qualities have laid the solid foundation for transitioning from supply and property clerk into the position of records officer at VISAYAS STATE UNIVERSITY (VSU).

I possess additional strengths that are transferable to the role of Records Officer. My commitment to teamwork and collaboration enables me to work effectively in cross-functional teams and coordinate with various departments to achieve shared goals. I am also highly customer service-oriented and believe in providing exceptional support to internal and external stakeholders. These strengths will enable me to foster positive relationships and deliver superior service in my role at VISAYAS STATE UNIVERSITY (VSU).

In summary, my eleven (11) years of professional experience as a clerk at Supply and Property Office, combined with my strengths in teamwork, customer service, and collaboration, have prepared me well for the position of Records Officer. I am excited about the opportunity to contribute to VISAYAS STATE UNIVERSITY (VSU) and its commitment to excellence in record-keeping.

Thank you for considering my application. I look forward to the opportunity to discuss further how my skills and experience align with the requirements of the Records Officer role.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Records Officer role.

Thank you for your time and consideration of my candidacy.

Sincerely,



DOREEN BARTOLINI ALBA
Applicant