

September 30, 2025

**MS. HONEY SOFIA V. COLIS**

Director, Human Resource Management Division  
Visayas State University  
Baybay City, Leyte

**Dear Ms. Colis,**

I am writing to express my interest in the position of Administrative Assistant IV in the Department of Agronomy at Visayas State University.

I bring over 10 years of administrative experience, including two years as a Lab Aide in the Department of Pure and Applied Chemistry and eight years as a Clerk under CAS, BAC, and the Procurement Office through job order appointments. My responsibilities have included document management, meeting coordination, procurement support, and travel processing. I currently serve as Deputy Records Controller, ensuring proper tracking of procurement documents.

I am a Civil Service Sub-Professional Eligibility passer and have completed relevant trainings, including RA 9184, which enhanced my understanding of government procurement procedures.

I am committed to public service and confident that my experience, skills, and dedication will allow me to contribute effectively to the Agronomy Department. Attached are my résumé and supporting documents for your review.

Thank you for your time and consideration.

Respectfully yours,



**MYRA RUIZ MILLEZA**