

April 24, 2023

JEROME O. ARRIBADO

Director
Ecological Farm Resources and Management Institute
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Greetings!

I am writing to express my interest in applying for an Administrative Aide IV position posted on the VSU Jobs Hiring.

I'm Vanessa May B. Milan, and I'm currently employed as a clerk at your office, the Ecological Farm Resources and Management Institute (Eco-FARMI), and have also been appointed as deputy document and records controller (dDRC). As a clerk and dDRC of the unit, I prepare administrative and financial documents such as the financial monthly reports of the Seedback C project and the Vermiculture Project. It is also my function to issue, maintain, retrieve, and control the documents, as well as assign numbers and coding controls for documents; coordinate with and inform relevant personnel on any changes to the documents; and ensure the implementation of the control of records.

I have worked at the institution since June 2016 as a data encoder for the AACCUP. My functions were to gather documents, file the documents, and keep records. I have been hired twice as a data encoder to work on AACCUP Level III, Phases I and II, at the Department of Forest Science. I was also assigned as an administrative assistant to the VSU Bakery and VSU Apartelle, where I worked on administrative and financial papers such as monthly reports, PPMPs, purchase requests, cash advances, payment processing, and the like.

My previous jobs helped me improve my administrative abilities and social interactions with colleagues, which prepared me for my current position. Throughout my time as an administrative aide at this institution, I have proven to be a highly motivated, responsible, and committed employee.

I would welcome the opportunity to discuss my abilities with you for this position. I can be reached anytime by the following: +639465270292; milanvanessamay05@gmail.com.

Thank you very much.

Respectfully yours,


VANESSA MAY B. MILAN
Applicant