

April 27, 2023

DR. EDGARDO E. TULIN
University President
Visayas State University

Dear Sir:

Good day!

I, **Albert M. Vergis**, am interested in a job that was posted on the Civil Service career website indicating that there are job openings in your agency. In this regard, I would like to apply for the position of **Administrative Aide IV at Ecological Farm and Resource Management Institute (ECOFARMI)**.

I am a graduate of Bachelor of Science in Business Administration majoring in Financial Management (batch 2012) from Franciscan College of the Immaculate Conception (FCIC) in the City of Baybay, Leyte. I also pursued a Master of Management majoring in Agribusiness Management, earning 36 units at Visayas State University (VSU) in the same city. In addition, I have passed the Civil Service Paper and Pencil Test (Professional Level) with an 80.04% rating.

Currently, I am a member of the Parish Pastoral Council at Immaculate Conception Parish (ICP Baybay) in the City of Baybay Leyte, holding the position of education and conducting seminars on the Sacrament of Baptism, Confirmation, Holy Communion, Matrimony, apologetics, and other Catholic religious and Bible seminars.

From January 2019 to March 2020, I worked at the Department of Horticulture at Visayas State University as an Administrative Aide III in a regular capacity. My responsibilities included performing clerical tasks both routine and ad-hoc, attending to the needs of students or clients, and serving as a deputy Documents Records Controller (dDRC), responsible for controlling, monitoring, and recording all documents in the office and preparing reports related to ISO 9001:2015 matters to be submitted to the University Documents and Records Controller (UDRC).

From August 2013 to December 2018, I served as a Property Custodian (Sports In-charge) at the Institute of Human Kinetics (IHK), Visayas State University. My duties included procurement planning, inventory management, repair and maintenance of sports equipment, overseeing sports activities, and performing clerical tasks. I also served as a Recreational Summer Instructor at the same institution, teaching children to play table tennis and providing training on basic principles, techniques, strategies, and physical fitness.

Furthermore, I am proficient in using Microsoft Office Programs such as MS Excel, MS Word, and MS PPT. I am a fast learner and can handle new tasks with less supervision. I am willing to learn and adapt to changes as necessary for future needs. I am a team player and can easily mingle with everyone. I possess additional talents that can be an asset during extracurricular activities. With the help of God, my knowledge, skills, and experience, I am confident that I can commit well, build my career, and become an asset to the University.

Attached herewith are my Personal Data Sheet (Revised 2022), Civil Service Certificate of Second Level Eligibility (Professional Level), Photocopy of Transcript of Records, Photocopy of Diploma, and Certificates for your perusal.

Thank you for considering my application. I look forward to hearing from you and discussing my suitability for this role at your earliest convenience. If given the chance to be contacted, you may reach me at **my smart number: 0996-711-4987** or through my email address, **albertvergis360@gmail.com.ph**.

Sincerely yours,



ALBERT M. VERGIS

Applicant