

June 5, 2024

Ms. MARIA ROBERTA S. MIRAFLORES

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Greetings Ma'am,

I, Giebert Lungay Montajes, a graduate of Bachelor of Science in Agribusiness from the Visayas State University, VISCA, Baybay City, Leyte and has passed the Licensure Examination for Agriculturist (LEA) last November 2022, would humbly apply for the Administrative Aide VI position (Clerk III) at the Records and Archives Office of the Visayas State University.

I have been an employee of the City Government of Baybay from April 2015 to July 2017 where I was initially hired as a Job Order at the Human Resource Management Office (HRMO) and later on assigned as a clerk at Plaridel Central School. I was also working as an Organic Internal Inspector at a private employer wherein I conducted seminars, farm visits, storage inspection, audit assistance, and clerical works. Currently, I am working as a Job Order personnel at the Records and Archives Office of the Visayas State University (VSU), VISCA, Baybay City, Leyte. My functions includes:

1. Files appointments, contracts, PDS, PDF, NOSA and other 201 documents of academic staff (faculty members with temporary status & Part-time Instructors) to its respective folders; Updates 201 files of academic staff based on the CSC checklist,
2. Receives/sorts/encodes mails received from different offices, affixes requirement stamps,
3. Records all mails received from post office before these are delivered to the office/staff concerned,
4. Prepares monthly report of stamps accountability including replenishment vouchers of stamp and purchases stamps for monthly consumption,
5. Assists in the annual records inventory & appraisal of the office and evaluates the Records Inventory and Appraisal (NAP form no. 1) submitted by different offices/ departments based on agency RDS/GRDS,
6. In-charge in the collection of VSU portraits,
7. Prepares monthly FOI Inventory report; and
8. Performs other functions that may be assigned from time to time.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,


GIEBERT LUNGAY MONTAJES
Applicant