

DR. HONEY SOFIA V. COLIS

Director, Human Resource and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Colis,

I am writing to you to express my interest in the vacant permanent position of Administrative Aide III posted on the VSU Jobs website of the Visayas State University.

I graduated with a degree in Animal Science from this university and passed the clerical exam conducted by VSU in August 2014. Recently, I passed the March 13, 2022 Civil Service Examination – Subprofessional level.

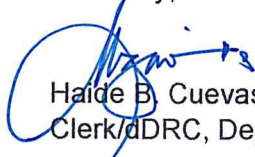
The Department of Economics first hired me as an encoder and data collector for the AACCUP Preliminary Evaluation for the BS Economics program. After I finished my contract in DoE the Department of Business Management hired me with the same designation. Luckily, from February 2015 to the present, I was hired by the Department of Geodetic Engineering as a department clerk. Apart from being a clerk, since ISO 9001:2015 in 2019, I have been designated as the department's deputy Document Records Controller (dDRC).

I have developed skills and experiences from my previous and present employment that improved through a comprehensive understanding that makes me suitable for the job. I believe my diverse background, communication skills, and interpersonal abilities would make me fit for the position.

Attached are my credentials for your review and perusal. At your convenient time, you can reach me at 09161576758 or email haide.cuevas@vsu.edu.ph.

Thank you, and I look forward to hearing from you.

Sincerely,



Haide B. Cuevas
Clerk/dDRC, Dept. of Geodetic Engineering