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**Office of the Director for Administration
and Human Resource Development**

G/F Administration Building

Visayas State University

Visca, Baybay City, 6521 Leyte

Dear Members of the Search Committee:

Greetings!

I hope this letter finds you well. I am writing to express my interest in applying for the position of Administrative Officer at your esteemed institution. I am enthusiastic about the opportunity to contribute to the administrative functions of Visayas State University, leveraging my background in education and my extensive experience in various organizational roles.

I hold a Bachelor of Science in Chemistry from Visayas State University, where I graduated in June 2017. My educational journey continued with professional units in education at Saint Michael College of Hindang, Leyte, Incorporated, and I passed the Licensure Examination for Teachers in March 2019, majoring in Physical Science. I completed my Master of Education in Chemistry at the University of the Philippines Cebu in August 2023.

Over the years, I have gained valuable experience in both teaching and administrative roles. At Franciscan College of the Immaculate Concepcion in Baybay City, Leyte, I taught junior and senior high school students and served as a college lecturer in Chemistry. Additionally, my role as a high school Chemistry teacher at Benchamatheputhit Phetchaburi School in Thailand involved not only teaching but also managing classroom activities, coordinating with faculty, and ensuring that academic policies were effectively implemented. My experience as a lecturer at Sibonga Community College and as a non-resident faculty member at Cebu Technological University further refined my organizational and multitasking abilities.

These experiences have equipped me with strong communication, organizational, and problem-solving skills, all of which are essential in an administrative role. My ability to manage various tasks simultaneously, coordinate with different departments, and ensure that academic and administrative processes run smoothly will be invaluable in the role of an Administrative Officer. I am confident that my background in education, combined with my passion for organization and efficiency, positions me as a capable candidate for this position.

I am eager to contribute to the continued success of Visayas State University and am open to further training and professional development to align myself with the specific needs of your administration. I am available for an interview at your convenience and would be delighted to discuss how my skills and experiences can benefit your institution.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,


ELLEN J. CERNA

Applicant