

12 February 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear **Ma'am Colis**:

Good day!

I, **VALERIE YAMON VERGIS** writing to you to express my intention to apply for the vacant positions you have posted recently at HRIS, namely:

Administrative Officer I (Records Officer I) / Item No. ADOF1-55-2023

Administrative Officer I (Records Officer I) / Item No. ADOF1-56-2023

I am a **graduate of Bachelor of Science in Agribusiness** (batch 2012), and a **candidate of Master of Management in Agribusiness Management (with 40 units earned)** in Visayas State University (VSU), Baybay City, Leyte. Also, I am **currently enrolled in Master in Public Administration** at The College of Maasin "Nisi Dominus Frustra", Maasin City.

Currently, I am working at the Accounting Office (Processing section), VSU as an **Administrative Aide VI** in regular status. In my current position, I do posting of salaries, honorarium, representation and transportation allowances (RATA) and other financial transactions of each employee. Part of my duties and responsibilities are journalizing accounting entry in financial documents (e.g. vouchers and payrolls), updating the employees' records (i.e. loans, salary increases, etc), computing the total expenses (i.e. salaries and allowances, etc.) for scholars who pursued MS/Doctorate degree reinstated but not yet graduated, computing withholding tax of each employee, preparing the Report on Salaries and Allowances Received (ROSA) and its supporting documents to be submitted to Commission on Audit (CoA), etc.

From November 2018 to March 2022, I am the **remittance in-charge** in VSU. I do preparing of remittances in GSIS, Philhealth, Pagibig, BIR and other deductions in the monthly payroll. Part of my responsibilities are journalizing accounting entry in the remittance vouchers, preparing the BIR monthly, quarterly and annual reports, and recording/monitoring the different remittances. Since August 2013 to October 2018, I am a **frontliner or Administrative Aide III (clerk)** in the Department of Agricultural Engineering (DAE) now Department of Agricultural and Biosystems Engineering (DABE), VSU doing clerical works in routinary and impromptu. Before my journey in DAE/DABE, I am a **research staff** in the Department of Budget and Management (DBM), VSU, right after I graduated in 2012.

Also, I have **other assignments** in VSU such as in the period of June 2018 to April 15, 2023, I am a **bookkeeper/assistant treasurer** in the association of all administrative staff namely Leyte State University Administrative Personnel Association (LSU-AdPA) doing the preparation of financial reports, journalizing, recording and controlling of financial matters and disbursing of payable financial assistance (loan) and other benefits in the association. Additionally, I am a **deputy Documents and Records Controller (dDRC)** in VSU from 2016 to February 2022, doing the controlling, monitoring and recording of all documents in our office and preparing a report for ISO 9001:2015 related matters to be submitted to the University Documents and Records Controller (UDRC). Part of it, I prepared a draft of three (3) Procedure Manuals and innovation in the office. Further, I prepare vouchers, RIS, PR's and PPMP with supporting documents needed in the office.

In addition, I am proficient in using the Microsoft Office Programs (i.e. MS Excel, MS Word, MS PPT and MS Publisher). I can do multitask and handle it under pressure. I can be easily trained in the new tasks assigned to me and can work with less supervision. I am willing to learn and accept changes necessary to the future needs. I am a team player and easy to mingle with everyone. I have extra talents that can be an asset during extracurricular activities.

Moreover, I am an **awardee as the Model Clerk of the Year Award** given at 99th VSU founding Anniversary Convocation Program last 27 April 2023, VSU Gymnatorium. I am **part of the team in processing remittances** promptly thus leading VSU to obtain as the Top National Government Agency Withholding Tax Agent given by BIR RDO 89. Likewise, I am **granted a meritorious step increment** based on the top 5% highest performance rating of all VSU employees in 2021. Also, I received a **Loyalty Award** in recognition of ten (10) years of continuous and dedicated service to VSU (August 2, 2013-August 1, 2023).

I am a **passer of Civil Service Examination (Professional Level) with a rating of 83%**. With the experience, knowledge and skills I have, I can say that **I am emotionally and physically fit** for the position mentioned above. I am pretty sure that I can manage the workload assigned to me.

As for my training background related to Records Management, I attended several seminars in ISO 9001:2015 Awareness/Re-awareness Seminar. Also, I just want to inform you that I do not have a copy of my certification of trainings/seminars attended for the previous years due to a fire accident that happened in our apartment at Warner's, VSU.

Attached herewith are my Personal Data Sheet (Revised 2017) with Work Experience Sheet, Position Description Form, Certificate of Employment, approved Performance Rating for the last 3 rating periods, Certification of Grades (MM), Transcript of Records (BS), Certificate of Trainings attended, Certificate of Eligibility, proof of Appointments and some recommendations/certifications of my performances endorsed by my supervisors and colleagues for your perusal. For any concerns, you can contact me in my email address: valerie.vergis@vsu.edu.ph and to my phone number: +63 930-8048-018.

Hoping for your favorable response in this application. Thank you very much.

Respectfully yours,


VALERIE YAMON VERGIS
Applicant