

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte
odahrm@vsu.edu.ph

Dear Director Colis,

I am writing to formally express my interest in the position of **Administrative Officer I (Supply Officer I)**, as advertised with the plantilla item number **ADOF1-57-2023**. I am a fresh graduate of the University of the Philippines Tacloban College, holding a *Bachelor of Arts in Economics*. I also passed the Career Service Examination (Professional) in August 2023.

While I am new to the professional field, my academic experience has given me a strong foundation in analytical thinking, resource management, and communication, which aligns with the competencies required for the role. Throughout my studies, I enrolled in various management-related electives, including Human Resource Management, Marketing Management, and Organizational Behavior, which have enhanced my skills in delivering service excellence, adapting to change, and developing interpersonal relationships.

My previous experiences in administrative tasks, such as handling article writing and events management, have also provided me with the practical skills needed for this position, including resource mobilization, supply management, and facilitation. I am confident that my attention to detail, critical thinking, and problem-solving skills will allow me to contribute effectively to your team.

In support of my application, I have attached the following documents:

1. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017).
2. Photocopy of my certificate of eligibility.
3. Photocopy of my Transcript of Records.
4. Photocopy of my Certificate of Graduation

I am highly motivated to join Visayas State University, contribute to its goals, and grow in my professional journey. I would appreciate the opportunity to discuss how my background and qualifications align with the requirements of this role. I am available for an interview at your convenience and can be reached at 0907-291-7457 or via email at jabanayag@gmail.com.

Thank you for considering my application. I look forward to your favorable response.

Yours sincerely,

Josiemel Amor M. Banayag