

February 09, 2023

HONEY SOFIA V. COLIS

OIC Director

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear **Ms. Colis:**

Greetings of good health!

I read VSU HRIS that the university is looking for an Administrative Officer II. In view of this, I would like to express my intention to apply for the said position.

I am Shaira B. Manapsal, a graduate of Bachelor of Science in Biotechnology majoring in Plant Biotechnology in the Visayas State University last June 2019. I was the Consortium Secretariat of the Visayas-Mindanao Consortium of Journal Publication, Inc. (VMCJPI) for more than a year under the supervision of Dr. Francis Ann Sy, Vice-President for Research, Innovation and Extension Services and now the OIC-University President. I am also a former Part-time Instructor here at Southern Leyte State University-Main Campus under the Institute of Arts and Sciences handling Environmental Science, Technology and Society. I am also the clerk of Dr. Annabelle M. Hufalar from Dr. Hufalar as the Vice-President for Students and Auxiliary Services to being currently designated as the Vice-President of Academic Affairs.

I have a lot of experiences when it comes to office work from my nature of work which was the Consortium Secretariat of the VMCJPI, clerk of Dr. Sy and Dr. Hufalar. I have advanced knowledge when it comes to MS Word, MS Excel, MS PowerPoint etc. Since I have been working in a university, I have quite a knowledge on how the university works on administrative level – from preparing minutes and communications, gathering of necessary data for CHED submissions, preparing necessary documents for accreditations and ISO leveling, accomplishment reports, and other office and academic-related works. I work beyond office hours if needed and can work individually or as a team. I am willing to be trained, and gain new knowledge and experiences.

Visayas State University has been my home for so many years and if given a chance, I would like to give back to the university the things I owe to it by serving with all of my heart.

Should you have any further questions, you can e-mail me at my e-mail address manapsalshaira@gmail.com or message me on my phone number **09165390892**.

Thank you so much for your time. Keep safe.

Sincerely yours,

Shaira B. Manapsal