

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 Aide VI (Clerk III)**, with plantilla item number **ADA6-107-2004**, as advertised. I hold a **Bachelor of Arts in Economics** from the University of the Philippines Tacloban College and have passed the **Career Service Examination (Professional)** in August 2023.

While I am new to the public sector, my academic background and previous experiences in administrative tasks, such as virtual assistance and events management, have prepared me with the necessary skills for this role, including document management, process improvement, and use of ICT. I am confident that my attention to detail and ability to work effectively in teams will allow me to contribute to your office.

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