

December 3, 2025

DR. PROSE IVY G. YEPES

President
Visayas State University
VSU, Baybay City, leyte

Thru: HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
VSU, Baybay City, leyte

Dear Ma'am,

I am writing in reference to the open position as Clerk I in the Quality Assurance Center. I worked at the VSU – DPBG as document record controller/clerk for almost 4 years. I believe that my varied experiences and education give me the skills necessary to be a successful candidate for this position.

I have experience in many aspects of office administration. I have been responsible for charge of communications and other documents for signature of the department head and faculty members, acts as the department document and records controller (DDRC, takes charge in the proper documentation (compile, copy, sort and file records) and filing of all documents and records, controls all forms (updated ISO) and the department's copy of the documented procedures manual of the university, payroll to JO workers and reimbursement, receive and distribute communications (e.g. memos) and documents (e.g. TPES) to faculty, and performs other duties that maybe assigned by the department head. During my time as clerk, I utilized many of these skills especially during the time of ISO Certification.

My experience with the Department of Plant Breeding and Genetics provided me with the opportunity to hone my written as I was responsible for the communication and helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

I would appreciate the opportunity to meet you to discuss the positions opportunity you have available. Thank you for your consideration.

Sincerely,


DARLYN A. DUPAL
Applicant