

**August 28, 2020**

**Dr. EDGARDO E. TULIN**  
**President**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

Thru : **Dr. LOURDES B. CANO**  
**Director, ODAHRD**

**Dear Dr. Tulin,**

Greetings!

I am **VENUS CAPANGPANGAN- AUTIDA**, a graduate of Bachelor of Science in Agriculture major in Agricultural Economics. I am currently working as a **Registrar I/Records Officer** of the Department of Education specifically in Baybay City Senior High School for 4 years now. Upon the implementation of the K-12 curriculum in 2016, Baybay City Division hired and trusted me to be the registrar and at the same time the records officer of the said school. Being in the multi-tasked positions are quite tedious and challenging, but I see it as an advantage in my part. Handling two positions at the same time give me an edge to gain and grasp experiences and knowledge. It helps me develop self-discipline, patience and courage since having such is not easy. Immediate supervisors expected a lot from me to come up with a systematic and efficient record management plans. But, with my hard work, great service and commitment, I surpassed and exceeded such expectations. I was able to create a system in organizing, managing and facilitating record's management system in the institution. In addition, I managed to have orderly and systematic ways of making reports for on-time submission to the division office.

Through my research, I found out in the civil service commission site that your agency is in need of an Administrative Officer III position. I am very interested of the said position for I want to impart my knowledge in the administrative services pertaining to records. My present job has prepared me well for a variety of development and administrative duties. And given my thorough attention to detail and positive disposition, I would love to be part of the team. With these accomplishments, I am confident that I can meet the high standards that your institution is offering to the public.

I believe that with my qualifications, I can make valuable contributions as an Administrative Officer III in your esteemed institution.

I am hoping that this application be given merit.

Thank you very much!

Sincerely yours,



**VENUS C. AUTIDA**  
**Applicant**