

December 10, 2025

VIC ANGELO L. IMPAS

Head, Department of Mechanical Engineering
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Impas,

Greetings!

I would like to express my sincere desire to apply as an Administrative Aide VI in your office.

I am currently working as Administrative Assistant (Job Order) in the NARC VSU. My functions is to prepare annual, midyear, quarterly reports and other research and extension report, assists in the preparation/packaging/encoding/consolidating and submission of research proposals for funding and follow-up the proposals approval, assists in the preparation of the center's staff workloads, performance evaluations of core staff, PASUC papers, AACUP documents, updated CVs/biodata and renewals of core staff and act as deputy Documents and Records Controller/dDRC at the center.

I have worked as Science Research Assistant in OVPREI. With this, I perform the functions and deliver the followings outputs: take charge of monitoring all Project which are all funded by CHED for VSU implementation; collect, consolidate and package all progress reports. Take charge of the records of the office properties acquired from the CHED Project Coordination, Program/Project appointments and take charge of the MOA compilation of Program/Project.


Aside from my experience in OVPREI, I have also work as Project Technical Staff in the PHERNet Program for over 10 months. My tasks involved but not limited to preparation of pertinent documents like vouchers, liquidation reports, travel, billing and financial reports.

I am a graduate of Bachelor of Science in Agricultural Education Major in Crop Production at the Visayas State University then Visca on October 1996. My other work experiences include: telephone operator at RCPI Bayantel for ten years. I also worked as an enumerator of the Study in Livelihood Strategies and Food Security for Farmers conducted in Dulag Leyte for ten months. I am an experienced worker which has done several technical and administrative duties. I feel that my skills match to the ones that you require.

I assure you that I am a hard-working person and willing to do my best in the assigned task given to me. I am also detail-oriented and a team player.

Thank you for your time and I look forward to hearing from you.

Very truly yours,


JEN B. POSAS