

November 5, 2024

**HONEY SOFIA V.COLIS**

Director, HRMO

VSU, City of Baybay, Leyte, 6521

Dear Ma'am Colis,

I am writing to express my interest to apply for the position of Administrative Aide IV (Human Resource Management Aide) with Plantilla Item No. ADA4-143-2004 as was made available in Human Resource Management Office in Visayas State University. As a backgrounder, I am a graduate of BS in Agribusiness last 2021 and blessed to have passed the Licensure Examination in Agriculture (LEA) in the same year.

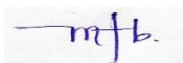
My work experience includes more than two and a half years as a clerk in Human Resource Management Office. In my career, I have gained valuable experience in both the required core and functional competencies for the said position. Also, I am knowledgeable on basic microsoft office program and having the ability to work unsupervised and taking responsibility. I have great confidence in my document and records management skills, and monitoring and evaluation skills. Lastly, as a leave credits administrator, I have mastered auditing, reviewing documents and verifying the leave credits of academe and administrative staff for terminal leave benefits claims during their retirement.

Please see my attached personal data sheet for additional information of my expertise.

I can be reached anytime via e-mail at [margareth.batistil@vsu.edu.ph](mailto:margareth.batistil@vsu.edu.ph) or my contact no. 09397565815.

I appreciate your time in reviewing this letter and hope to hear from you in regards to the next steps in the hiring process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'mfb.', is shown within a light blue rectangular box.

MARGARETH TAGRA BATISTIL