

August 27, 2025

**HONEY SOFIA V. COLIS**

Director, Human Resource Management and Development  
Visayas State University  
Baybay City

Dear Ma'am,

I am writing to express my interest in the Administrative Aide VI position at Quality Assurance Center, as recently shared in VSU HRIS. With a strong administrative background, I believe that my skills and experience align well with the requirements of this role.

I hold a Bachelor's degree in Business Administration with a focus on financial management, which has equipped me with a solid foundation in organizational efficiency and staff support. Throughout my career, I have honed my skills in handling administrative tasks such as managing calendars, coordinating meetings, and maintaining files and records. My attention to detail and ability to multitask efficiently have enabled me to handle complex projects and meet deadlines consistently.

I also gained experience in handling confidential information with discretion and professionalism. I understand the importance of maintaining confidentiality in an academic setting and am committed to upholding the highest standards of privacy and data security.

I am confident that my skills, experience, eligibility and dedication make me a strong candidate for the Administrative Aide VI position at Visayas State University. I am excited about the possibility of contributing to your team and would welcome the opportunity to further discuss how my background and qualifications align with the needs of your office.

Thank you for considering my application. I look forward to speaking with you about this employment opportunity.

Sincerely,



DAISY E. PANTORILLA  
Applicant