

**Brgy. Kilim
Baybay City, Leyte
January 7, 2023**

Dr. DANIEL LESLIE S. TAN

Vice President for Administration and Finance and
Chairman, NAPB
VSU, Visca, Baybay City

Thru: **Ms. HONEY SOFIA V. COLIS**
OIC Head, ODHRM

Dear Sir :

I am writing to express my interest in the Administrative Officer V position now available in the Office of the Head of Supply and Property of this institution.

I am **MARIA ROBERTA S. MIRAFLOR**, 45 years old, happily married with 2 kids and a resident of Brgy. Kilim, Baybay City. I finished a degree of Bachelor in Science in Computer Science at the University of San Jose-Recoletos, Cebu City and also attained 40 units from my Master of Management major in Business Management degree at the Visayas State University, Visca, Baybay City, Leyte.

Since 2019, I was designated as OIC Head of the Records and Archives Office and was appointed as head last 2021. I have three (3) years of experience managing and supervising an office with diverse office staff. One of my main functions as Records Officer includes performing administrative duties such as supervising my 5 staff in the performance of their assigned task, supervises and monitors the conduct of records inventory and appraisal, reviews & finalizes the VSU Records Disposition Schedule for approval by NAP, reviews list & finalizes request for authority to dispose of records and performs other functions that may be assigned by my supervisors from time to time.

I possess excellent communication and interpersonal skills with the ability to provide exceptional customer service and to form good relationships between suppliers and different end-users. I also have the ability to multi-task efficiently, manage my time wisely, work with positive attitude, dependable, and a committed hard worker. With my experience and ability, I am confident enough that I could contribute to the best of my ability to obtain the position that allows me to implement and processed routine inventory request of goods and materials, reconcile property discrepancies, and retrieval of information from databases to accurately track and inventory items.

I am willing to come for an interview and I have attached my credentials and other documents for your perusal. Thank you very much.

Sincerely yours,



MARIA ROBERTA S. MIRAFLOR
Applicant