



August 11, 2021

DR. EDGARDO E. TULIN

*President, Visayas State University
Baybay City, Leyte*

THRU: DR. DANIEL LESLIE TAN

*Chair, Non-Academic Personnel Board
VP for Administration & Finance*

Dear **Dr. Tulin**,

Greetings!

I'm writing to express my interest to apply for a job as Administrative Officer V in Visayas State University-Baybay.

I earned my Bachelor of Science degree in Computer Science at the Visayas State University last 2011. In the same institution, I am working as a Casual Computer Programmer I at the Information and Communications Management Center (ICTMC) for over Six (6) years now. I am a Civil Service Professional (Level II) Eligible and an Electronic Data Specialist for Programming eligible conducted by the Civil Service Commission and DICT.

Currently I am in-charge of the MIS Unit, handling 9 Programmers and 4 Computer Operators. My team is responsible for the development of the Information System such as the Enrollment System, Human Resource Information System and others. As the unit head I am the one responsible for planning of the software lifecycle, assigning tasks to the programmers and operators and making sure that the deliverables are being met on time.

I believe that the nature of my educational background and my work experience have familiarized and prepared me for this position. It involved a great deal of social research skill, communication skill, critical thinking, self-motivation, and a wide range of skills. I am also an open-minded person and willing to learn new things.

Kindly see my personal data sheet for additional information on my experiences. I can be reached through my email address, normanvillas@vsu.edu.ph and contact number, 09176590003.

Thank you for your time and consideration. I look forward to meeting/hearing with you about this employment opportunity.

Very respectfully yours,

NORMAN O. VILLAS