

February 7, 2024

Ms. MARIA ROBERTA S. MIRAFLORES

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

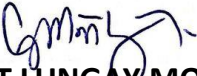
Greetings Ma'am,

I, Giebert Lungay Montajes, a graduate of Bachelor of Science in Agribusiness from the Visayas State University, VISCA, Baybay City, Leyte and has passed the Licensure Examination for Agriculturist (LEA) last November 2022, would humbly apply for the Administrative Officer I position (Records Officer I) at the Records and Archives Office of the Visayas State University.

I have been an employee of the City Government of Baybay from April 2015 to July 2017 where I was initially hired as a Job Order at the Human Resource Management Office (HRMO) and later on assigned as a clerk at Plaridel Central School. I was also working as an Organic Internal Inspector at a private employer wherein I conducted seminars, farm visits, storage inspection, audit assistance, and clerical works. Currently, I am working as a Job Order personnel at the Records and Archives Office of the Visayas State University (VSU), VISCA, Baybay City, Leyte. My functions include collection, classification, maintenance, and control of efficient access of university records.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,



GIEBERT LUNGAY MONTAJES

Applicant