

April 16, 2025

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City Leyte

Thru: **Marlon G. Burlas**
Director, General Services

Dear Dr. Yepes:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the General Services Office is in need of the position as Administrative Assistant II. I am very much interested to apply for the position. I graduated my Master of Management major in Business Management in 2019 and my BS in Development Communication major in Broadcasting in 2008.

My work experiences that I am so equipped and capable to do my duty as public servant. As Administrative Officer / Coordinator for 12 years in an Australian funded projects implemented by the institution under (ACIAR programs). I created and managed a page to promote the works and achievements of ACIAR Horticulture Programs in the Southern Philippines with the direct Supervision of ACIAR Canberra Fellows and Study Leaders from VSU. During Annual Scientific Meeting of the ACIAR Programs I am tasks to prepare proposals of expenditures of all logistics.

My experience as Administrative Officer I/ Social Worker dealing different types of communities in the urban Areas for 10 years in Paranaque with diverse group of stakeholders. In broadcasting related experience as Radio Production Staff in DYDC, article contributor to Obelisks, and RDE Highlights which I'm sure made me effective and efficient in the workplace.

Lastly, as dDRC of the unit Programs and Institutional Accreditation Office (PIAO) at QAC, one of my responsibilities is to prepare budgetary requirements of the years accreditation schedule. My exposure to all quality assurance activities in the quality assurance for more than three (3) years, I am certain that I can perform and deliver the expected output beyond expectation.

If given the chance you can be assured of my willingness to learn new things under new directions in the workplace. I have the competence, character and commitment, I know I can deliver my task beyond expectations.

Hoping for your approval of my request.

Respectfully,


MARIA LILIA P. VEGA
Applicant