

5 December 2023

**DR. DANIEL LESLIE S. TAN**

OIC-President  
Visayas State University  
Visca, Baybay City Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Visca, Baybay City Leyte

**Dear Dr. Tan;**

Greetings!


Please accept my enclosed application for the position of Administrative Assistant III position under the Office of the Vice President for Admin and Finance.

I am a father of twins, currently residing in Barangay Pomponan Baybay City, Leyte. I finished my Bachelor's Degree in Agribusiness here at Visayas State University in May 2014 and I am currently enrolled at the College of Maasin taking up a Master's in Public Administration. I was a former Branch Associate of Palawan Pawnshop and I have been employed there for almost three years. I encountered different kinds of personalities (customers) in my previous job so I know that I can bear with miscommunications properly. I believe that I have good interpersonal skills which I've been using to build good relationships with my co-workers in the Security Office and my superior.

I started working here at the Visayas State University last March 5, 2020, as a replacement to the late Admin Aide Mr. Teofilo Gofredo of the Security and Safety Office and I was appointed as the dDRC of the University Disaster Risk-Reduction and Management, Safety and Security Office starting July 1, 2020 up to the present. It was a fascinating experience working under the security of an institution as well as working under the Disaster Risk-Reduction and Management team for the preparedness and awareness of individuals in times of calamities on the campus. At first, it was like I started from scratch since there was no proper turn-over and ISO 9001:2015 certifications were starting at that time. It was a roller coaster ride in this office but I was able to manage the clerical work such as organizing and filing documents and following the standard protocol of the University with the help of my colleagues and friends in the University as well as doing technical responsibility aspects. Also Dealing with incident reports, and complaints was quite a shock to me at first by as time went along, I have been able to cope with this at certain times.

I would love to have the opportunity to be in the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached herewith are my documents for your perusal.

Truly yours,

  
**Jemuel A. Ocañada**  
Admin Aide III