

7 February 2024

Ms. Maria Roberta S. Miraflor

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Ma'am:

Please consider me an applicant for the Administrative Officer I (Records Officer I) position in the Records and Archives Office (RAO).

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. I have been working here in your good office as Data Entry Machine Operator II for almost 5 years since 2019. I believe that with my knowledge on proper records management and background on ISO 9001:2015 standard, I am ready and confident enough in my ability to take the duties and responsibilities as Records Officer I. I have already equipped myself with appropriate skills and learnings which I have gained from experience and various in-house orientations, seminars and workshops that I attended here in the University.

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



JIMBO S. POSAS

Applicant