

**MARIAN JANE B. RONDINA**

Brgy. Manlilinao, Ormoc City, 6541  
marianjaneb.rondina@gmail.com  
09957209141/09628436871

October 22, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Baybay City, Leyte

Dear Director Colis,

I am writing to express my interest in the Administrative Assistant II (Clerk IV) position (Plantilla Item No. ADAS2-49-2004) under the Office of the President at Visayas State University. I am a Career Service Professional eligible and a graduate of a four-year course, with a strong background in administrative support and human resource functions.

My previous experience I have developed competencies in administrative services, document and records management, and the use of information and communication technology. My previous roles have allowed me to excel in delivering service excellence, adapting to change, and fostering positive interpersonal relationships, all while maintaining a high level of professionalism and integrity.

In support of my application, I have attached the following documents:

1. Fully accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212, Revised 2017);
2. Eligibility Information;
3. Transcript of Records and Diploma.

I am excited about the opportunity to bring my expertise to Visayas State University and would appreciate the chance to discuss how I can contribute to the institution's goals. I am available at your convenience for further discussions and interviews. Thank you for considering my application. I look forward to your positive response.

Sincerely,

Marian Jane B. Rondina