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JESSAMINE C. ECLEO

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Head, Procurement Office
Visayas State University

I am writing to express my interest in the Administrative Aide VI position at Procurement Office, as advertised on VSU Jobs. With my diverse background in education, human resources, and administrative support, along with my commitment to efficiency and continuous professional growth, I am confident that I can contribute effectively to your team.

I hold a Bachelor's degree in Secondary Education, graduating with a GPA of 1.6, and I am a licensed professional teacher. I also completed units in a Master's program in Arts and Education. These academic qualifications have equipped me with strong organizational, communication, and multitasking skills, which I have further developed through hands-on experience.

In my 9 months of teaching experience at VSULHS, I managed class schedules, maintained student records, and handled administrative tasks, all while adapting quickly to a fast-paced environment. I also bring two years of experience as an HR Assistant at the VSU Human Resource Management Office (HRMO), where I supported recruitment processes, managed employee records, and provided day-to-day administrative assistance.

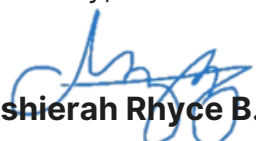
Currently, I serve as an Administrative Aide at VSULHS on a job order status, where I am responsible for managing official documents and ensuring that records are properly maintained and easily accessible. As a Document Data Controller, I have developed a keen attention to detail and a systematic approach to organizing and processing information, skills that are crucial for the Administrative Aide VI role.

Moreover, I am committed to expanding my knowledge through continuous professional development. I have participated in several seminars, such as the ISO Awareness Seminar, the Basic GPPB Training Course on RA 9184, and other relevant workshops that have deepened my understanding of administrative processes, public procurement, and compliance.

I am confident that my academic background, professional experience, and proactive approach will make me a valuable asset to your office. I would welcome the opportunity to discuss how my skills and experiences align with your needs for the Administrative Aide VI position.

Thank you for considering my application. I look forward to the possibility of contributing to your team. Please feel free to contact me by phone or email to arrange an interview at your convenience.

Sincerely,



Ashierah Rhyce B. Esco