

May 9, 2024

HONEY SOFIA V.COLIS
DIRECTOR, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

I am writing to express my interest to apply in the position of Administrative Aide VI at the Internal Audit Service office in Visayas State University. I am a graduate of BS Agribusiness of the Visayas State University last 2021. Moreover, I have passed the Licensure Examination in Agriculture (LEA) with the same year.

The opportunity presented in this listing is very interesting, and I believe that my experience and education will make me a competitive candidate for this position. The key strengths that I possess for success in this position include:

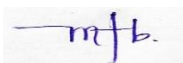
- Having full understanding in leave credits auditing, focused in verifying the leave credits earned and enjoyed of retired faculty and staff personnel in this institution for their terminal leave benefits
- Knowledgeable on basic microsoft office program and in HRIS that maintains, manages, and processes detailed employee information and human resources-related policies and procedures.
- Having strong passion for helping others and assisting co-workmates and stakeholders in ways that benefit both personally and professionally.
- Strive for continued excellence in the practice of profession to meet the common goals of the organization.

Please see my attached personal data sheet for additional information of my expertise.

I can be reached anytime via e-mail at margareth.batistil@vsu.edu.ph or my contact no. 09397565815.

I appreciate your time in reviewing this letter and hope to hear from you in regards to the next steps in the hiring process.

Sincerely,



MARGARETH TAGRA BATISTIL