

February 16, 2024

MARIA ROBERTA S. MIRAFLOR

Office Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Miraflor,

I am writing to express my keen interest in the position of Administrative Officer I at the Records and Archives Office in Visayas State University. As a backgrounder, I am a graduate of BS Agribusiness of the Visayas State University last 2017. Moreover, I am also blessed to have passed the Career Service Examination - Professional Level (2023) and am also a Licensed Agriculturist (2017).

My work experience includes more than two years as a Validator and Documentor/Processor I in the SPLIT Project of the Department of Agrarian Reform Provincial Office (DARPO) - Southern Leyte. In my career, I have garnered valuable experience in both the required core and functional competencies for the said position. I am also skilled in use of most office-use software (like MSOffice), and have a knack for independent working, and taking responsibility. Additionally, I have great confidence in my document and records management skills, and monitoring and evaluation skills, which I have honed through dedication and perseverance in my career.

As an alumna of the University, I have witnessed how the university have developed over the years and want to be a part of the keepers of the university. Hence, I express my intent to apply for the said position.

I greatly appreciate your consideration of my application and would be honored to discuss my qualifications further in an interview. You may be able to reach me through phone +63 939 264 8622, and/or my email rosela.batistil08@gmail.com.

Thank you for your time and attention.

Sincerely,


ROSELA T. BATISTIL