

August 29, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Subject: Application for the Position of Administrative Aide IV

Dear Ma'am,

Greetings of peace and prosperity!

I am writing to express my interest in the Administrative Aide position in your institution—
Visayas State University, Baybay City, as advertised.

I am a graduate of Bachelor of Secondary Education Major in English at Saint Joseph College, Maasin City. I successfully passed the Licensure Examination for Professional Teacher last March 2018. With a strong background of teaching and administrative tasks, I have acquired excellent organizational skills, and a commitment to providing high-quality service, I am confident in my ability to contribute effectively to your institution.


As an educator and a former subject area coordinator at St. James College of Padre Burgos Southern Leyte Inc., I was responsible for wide range of tasks, including managing schedules, coordinating meetings, and handling correspondence. My ability to multitask and prioritize my work has allowed me to support multiple executives and department efficiently. As part of my professional growth, I earned units for Master's Degree taking up Master's in Education major in Educational Management (MaEd-EM) at St. Joseph College, Maasin City. Moreover, I also had an opportunity working in the Department of Education (DepEd) as a substitute teacher at Tigbawan Integrated School, Cabadiangan Multi Grade School and Libertad Multigrade School. And, not least of which, I have secured five-year teaching experience.

I am eager to bring my administrative skills to your team and contribute to the continued success of your institution.

Attached herewith are the pertinent documents for perusal and evaluation. Please feel free to contact in my mobile number 09073518384 or in my email address: dagumanrose22@gmail.com.

Thank you!

Sincerely,


RÓSALITO M. DAG-UMAN
Applicant