

**PEARL P. VISTAL**

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**Date:** October 31, 2025

**JOEL REY U. ACOB**

Director, Quality Assurance Center  
VSU, Visca, Baybay City, Leyte

**Dear Dr. Acob,**

I am writing to express my sincere interest in the position of **Administrative Officer V (Management and Audit Analyst III)**. I am a **Master of Science in Animal Science** graduate, a **Licensed Professional Teacher**, a **Licensed Agriculturist**, and a **Career Service Professional Eligible**.

I have served as the **Deputy Document Records Controller** in two academic units of Visayas State University (VSU), where I was previously assigned—the Department of Forest Science and the Department of Food Science and Technology—and in my current unit, the Records Management and Archives, where I am presently holding the position of Administrative Officer I (Records Officer). This experience has honed my skills in establishing and maintaining documentation systems aligned with ISO standards, ensuring efficiency, accuracy, and compliance with quality management standards.

To further enhance my capability in quality assurance and auditing, I have completed **Internal Quality Audit Training** and attended several **ISO-related seminar-workshops**. These professional development activities have strengthened my knowledge in internal auditing, documentation control, and continuous process improvement—competencies that directly align with the responsibilities of an Administrative Officer V (Management and Audit Analyst III).

Through my academic preparation, professional qualifications, and hands-on administrative experience, I have developed strong analytical, organizational, and communication skills essential to performing management and audit functions effectively. I am committed to promoting transparency, accountability, and operational excellence in public service.

I am enthusiastic about the opportunity to contribute to your office's mission and objectives. I would be honored to discuss how my qualifications and experiences can support your team.

Thank you for considering my application. I look forward to the possibility of an interview to further elaborate on how I can be an asset to the Quality Assurance Center.

Respectfully yours,

  
**PEARL P. VISTAL**