

December 10, 2025

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HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

VISCA, Baybay City, Leyte

Dear Ma'am **Colis**,

Good day!

I am writing to express my sincere interest in the Administrative Aide III position at the Quality Assurance Center. With hands-on administrative experience and a strong commitment to accuracy and efficiency, I believe I can contribute positively to the team.

Currently, I am working in the Customer Feedback Office-Quality Assurance Center as Customer Feedback Data Analyst. I am also designated as deputy Document Record Control of CFO, as part of Quality Assurance Center I have gained three (3) years of experience providing clerical support, assisting clients, organizing files, and preparing reports. I have become highly familiar with office processes, record management, and maintaining a professional work environment.

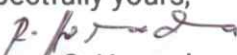
In addition, I am part of the Task Force for Philippine Quality Award accreditation and certification. My involvement includes assisting in documentation and collecting supporting documents required for compliance. This experience broadened my understanding of quality management standards and strengthened my coordination and document control skills.

I previously worked at the Philippine Statistics Authority for nine (9) months, where I was responsible for collecting and validating data in field operations. This role strengthened my skills in documentation, communication, and attention to detail.

I am confident that my experience in both administrative work and customer service will make me a valuable asset to your organization. I am eager to continue learning and contributing to a reputable office such as the Quality Assurance Center.

I am looking forward to the opportunity to discuss how my skills and work ethic align with your needs. Thank you for considering my application.

Respectfully yours,


Reymart C. Honrada