

Jacinto St., Zone 23  
Baybay City, Leyte

March 20, 2023

**DR. EDGARDO E. TULIN**

University President  
Visayas State University  
Baybay City, Leyte

**THRU: HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

Sir/Madam:

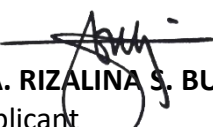
I would like to express my interest in applying for the **ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)** position with Plantilla Item No. ADOF3-21-2004 as posted vacant in the Civil Service Commission Bulletin of Vacant Positions dated March 10, 2023.



Having a PRIME-driven former and present employers, ensuring the agency' dedication to give the best that it can offer for customer satisfaction in all frontline services units was one of my core functions. I also give my best in interpreting employment law based on CSC laws and practices and advising others on Human Resource policies and procedures. I have a wide understanding on ISO quality standards and records management system. With these, I see myself proficient in processing filing systems, maintaining databases, typing letters and reports, and managing confidential information.

On a more personal level, I have completed all academic requirements in the degree of Doctor of Management Major in Human Resource Management at Leyte Normal University and currently on dissertation writing. I am passionate, enthusiastic, and driven to succeed in any tasks that I am given. I am currently working as the District Administrative Officer of the two Districts of the DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAYBAY CITY assigned to twenty-five (25) schools to deliver various services provided in the KRAs of my position.

I look forward to the next step on this process and thank you for taking an interest in my application. Please contact me at your most convenient time.

Sincerely,

  
**MA. RIZALINA S. BUGAOISAN**  
Applicant

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