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MARIA ROBERTA S. MIRAFLOR
Head, Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte-6521

Dear Ma'am Miraflor,

I am writing to express my interest in applying for the position of Administrative Aide VI at the Records Management and Archives Office. With my extensive experience in administrative support, data encoding, document control, and my familiarity with the university environment, I am confident that I can contribute effectively to your office.

I began my career as a Scholarship Assistant and Data Encoder at the University Student Services Office (USSO) from July 2017 to March 2018, where I honed my skills in data management and administrative tasks. I then transitioned to the University Registrar from April 2018 to January 2021 as a Course Evaluator and Course In-charge. In this role, I gained valuable experience in academic records management and the coordination of course evaluations.

From January 2021 to June 2022, I worked as a Clerk and Deputy Document Records Controller (dDRC) at the Department of Civil Engineering. I further developed my organizational and document management skills. Currently, I serve as Clerk and dDRC at the Department of Teacher Education now Faculty of Teacher Education, where I continue to manage and organize departmental records while providing clerical support.

My varied experience across different departments has equipped me with strong attention to detail, excellent organizational skills, and the ability to multitask efficiently. I believe these skills, combined with my familiarity with university processes, would make me a valuable asset to the Records Management and Archives Office.

Thank you for considering my application. I am eager to discuss how my background and skills align with the requirements of this position. I look forward to the opportunity to contribute to your office. Please feel free to contact me at 09655705131 or via email at precilla.balo@vsu.edu.ph.

Sincerely,



MARIA PRECILLA B. GORRE