

MELVIN TAN PACAMPARA  
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June 15, 2025

Honey Sofia V. Colis  
Director, Human Resource Management and Development (HRMD)  
Visayas State University  
Baybay City, Leyte

Dear Director Colis,

I am writing to apply for the Administrative Aide VI (Clerk III) position (Plantilla Item No. ADA6-83-2004) at Visayas State University, as posted on the CSC website. With my two years of college studies in Computer Engineering and hands-on experience in administrative support, technical documentation, and client service, I am confident in my ability to contribute to your team's efficiency and service excellence.

As a Part-Time Faculty Member at STI Calbayog for one year, I honed my skills in records management, report preparation, and process improvement; key competencies listed for this role. My tenure as an IT Support Intern at TÜV Rheinland further strengthened my attention to detail in handling documents, troubleshooting systems, and ensuring smooth office operations. Additionally, my work as a Digital Artist at PADES Printing required meticulous adherence to project specifications, mirroring the need for accuracy in clerical tasks.

I have successfully completed more than two years of college education, earning a Bachelor of Science in Computer Engineering from Northwest Samar State University. I also hold the Career Service Professional Eligibility, qualifying me for second-level government positions.

My Core Competencies involves;

Communication Savvy: Demonstrated through teaching and client collaborations.

Documents and Record Management: Experience in academic and technical documentation.

Interpersonal Skills: Built through teamwork in educational and professional settings.

I have attached the required documents as instructed, the fully accomplished Personal Data Sheet (PDS), Certificate of Eligibility, Transcript of Records, Certificate of Employment and Experience (where applicable), Omnibus Certification of Authenticity, and Photocopies of training certificates and awards.

I am eager to bring my technical aptitude and administrative skills to VSU and would welcome the opportunity to discuss my application further. Thank you for your time and consideration.

Sincerely,

MELVIN TAN PACAMPARA