

04 February 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

VSU, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of Administrative Aide VI (Clerk III) at the Visayas State University – Main Campus (BOR and University Secretary) under Item No. ADA6-111-2023, as posted in the CSC website. With a bachelor's degree in Agribusiness from the Visayas State University and my previous role as Administrative Officer IV at Project Tarsier, I bring a solid combination of academic background and professional experience that aligns well with the requirements of this position.

In my previous role, I have honed my administrative and organizational skills by overseeing key operations and ensuring efficiency in task execution. My responsibilities have provided me with extensive experience in managing records and implementing organizational policies. Previously, my involvement in market research and feasibility studies during my academic journey enhanced my analytical skills and attention to detail—qualities I believe are critical for this role.

I would welcome the opportunity to discuss how my qualifications match the needs of VSU Main (BOR and University Secretary). I am available for an interview at your earliest convenience and can be reached at +639517085590 or fjoanb21@gmail.com.

Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joan Francisco', with a stylized flourish at the end.

Joan Francisco

Applicant