

MYRA RUIZ MILLEZA

Gabas, Baybay City, Leyte 6521

Mobile: 0975-732-1363

Email: myra.milleza@vsu.edu.ph

Date: October 14, 2025

MS. HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of **Administrative Aide III** under the **National Service Training Program (NSTP)** at **Visayas State University**.

I bring over **10 years of experience** in administrative support—2 years as a **lab aide** in the Department of Pure and Applied Chemistry, and 8 years as a **clerk** under CAS, BAC, and the Procurement Office. My responsibilities have included filing and scanning documents, coordinating meetings, processing travel orders and trip tickets, and serving as **Deputy Records Controller** for procurement documents.

I hold **Civil Service Sub-Professional Eligibility** and have completed relevant trainings, including **RA 9184 (Government Procurement Reform Act)**, which enhanced my understanding of government procedures and compliance standards.

I am committed to public service and known for being reliable, detail-oriented, and collaborative. I believe I can contribute meaningfully to the operations of the NSTP and support the university's mission.

Attached are my resume and supporting documents for your review. Thank you for considering my application.

Respectfully yours,



MYRA RUIZ MILLEZA