

3 October 2023

EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Visca, Baybay City Leyte

Dear Dr. Tulin;

Greetings!


Please accept my enclosed application for the position of Administrative Officer III position under the Cash office.

I am a father of twins, currently residing in Barangay Pomponan Baybay City, Leyte. I finished my Bachelor's Degree in Agribusiness here at Visayas State University in May 2014 and I am currently enrolled at the College of Maasin taking up a Master's in Public Administration. I was a former Branch Associate of Palawan Pawnshop and I have been employed there for almost three years. I was able to experience cash administration during my employment such as checking cash availability, maintaining a balance of cash on hand at the end of the day, withdrawing funds from the banks, and transferring funds from branch to branch including different areas in Leyte. I also encountered different kinds of personalities (customers) in my previous job so I know that I can bear with miscommunications properly. I believe that I have good interpersonal skills which I've been using to build good relationships with my co-workers in the Security Office and my superior.

I started working here at the Visayas State University last March 5, 2020, as a replacement to the late Admin Aide Mr. Teofilo Gofredo of the Security and Safety Office and I was appointed as the dDRC of the University Disaster Risk-Reduction and Management, Safety and Security Office starting July 1, 2020 up to the present. It was a fascinating experience working under the security of an institution as well as working under the Disaster Risk-Reduction and Management team for the preparedness and awareness of individuals in times of calamities on the campus. At first, it was like I started from scratch since there was no proper turn-over and ISO 9001:2015 certifications were starting at that time. It was a roller coaster ride in this office but I was able to manage the organizing and filing of documents and follow the standard protocol of the University with the help of my colleagues and friends in the University. Also Dealing with incident reports, and complaints was quite a shock to me at first by as time went along, I have been able to cope with this at certain times.

I would love to have the opportunity to be in the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached herewith are my documents for your perusal.

Truly yours,



Jemuel A. Ocañada
Admin Aide III