

November 14, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay, Leyte

Dear **President Tulin**,

I am writing to apply for the position of **Administrative Officer V**.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- Initiated and commended in facilitating the administrative Anti Red Tape Act (ARTA) needs resulting into 93.81% Excellent ARTA Survey for CY 2017 of PhilHealth Tacloban LHIO
- Awarded for being commendable in facilitating the CY 2016-2018 DOH Red Orchid Award for Anti Smoking Campaign
- I have successfully designed, developed, and supported HR leave credit administration system through a collaborated effort with our ITMS
- Spearheaded in obtaining the ISO 9001: 2015 Certification of Tacloban LHIO on Control of Documents and Control of Records
- Initiated programs on Gender & Development resulting into minimal biases among men and women both in home and workplace
- HR Generalist in PhilHealth for 7 years and able to re-engineered the Turn Around Time (TAT) in different HR Processes such as benefits, trainings and development, recruitment and selection, and employees wellness.

With a BS degree in Accountancy, I have a full understanding both technical and administrative matters and concurrent **Executive Assistant** to the Head of PhilHealth - Tacloban Local Health Insurance Office. I am also equipped with the knowledge in marketing and networking both in private and government sector as I handled the position as **PhilHealth Accounts Management Officer**.

I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at annalizaquijano@yahoo.com or my cell phone, +639363787282.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,



ANNA LIZA C. QUIJANO

Applicant