

May 06, 2024

ALICIA M. FLORES

Head, Budget Office
Visayas State University
Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

Director, HRMO

Dear Ma'am,

Herewith my Personal Data Sheet (PDS). I am writing this letter of intent to show my interest and willingness to apply for the vacant position of Administrative Assistant II at the Budget Office.

I am Winna A. Tagactac, undertaking the opportunity for my career growth, enhancing my skills, and widening my perspectives. I also want to contribute to the office/agency my learnings acquired throughout the years working as Administrative Aide III. I am employed in this institution (VSU) under the office of Budget and Finance Management for almost three (3) years. With my experience as a clerk under Job Order status, I believe I suit and capable for the vacant positions. I am a person who is career-driven and can easily adapt to changes. I am open for growth and new responsibilities that will molds me to become a better public servant.

I look forward to working with you in the future and contribute to your institutional goals.
Thank you for your time and consideration.


WINNA A. TAGACTAC
Applicant