

February 7, 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
Baybay City, Leyte

Dear Dr. Tulin:

This signifies my interest for the position of **Supervising Administrative Officer** with *Plantilla Item No. SADO-9-2004* of this very prestigious university, Visayas State University, as posted in the Bulletin of Vacant Positions published by Civil Service Commission.

I am 49 years old, single, and of excellent health. I finished my graduate degree of **Master of Management** from the **University of the Philippines Visayas Tacloban College** last October 2011. I also earned my degree of **Bachelor of Arts major in English** from the **Franciscan College of the Immaculate Conception**, Baybay, Leyte last March 1995. My education is backed with seminars, trainings, and experiences which honed and prepared me better for a greater responsibility.

I am presently holding the position of *Administrative Officer V* of the Provincial Governor's Office but presently reassigned at Ormoc District Hospital (ODH) in Ormoc City as head of the Administrative Services Department. Prior to my reassignment here at ODH, I have been assigned at the Human Resource Office, Leyte Provincial Capitol in 2012 and eventually reassigned as Human Resource Management and Development Officer of the Provincial Health Office for District Hospitals under the Provincial Government of Leyte. As a Human Resource Management and Development Officer, my functions include among others in assisting the *Supervising Administrative Officer* in the implementation of human resource policies, programs, and development. In addition, I am also in-charge of the implementation and audit of our agency's Strategic Performance Management System (SPMS).

I am very confident that with my education, training, and experience, I can deliver the functions and assume the responsibilities of a Supervising Administrative Officer.

Please find the attached documents for your perusal and ready reference.

I hope I will be given the opportunity to discuss with you my qualification. I can be reached through my cellular phone No. 0998-2535-908 or through my email address popongrisos@gmail.com.

Thank you!

Very respectfully yours,


JUANCHO C. RISOS, MM
Applicant