

June 20, 2025

HONEY SOFIA V.COLIS
Director, HRMDs
Visayas State University

Tru: **LUVILLA G. ALCOBER**
Head, RSPPRO

Dear **Ms.Colis**,

I am writing to formally express my interest in applying for the position of **Administrative Aide VI** for Human Resource Management and Development Office. With a solid academic background and over two years of hands-on experience in administrative roles, I am eager to contribute my skills and dedication to support the School Division's operations and uphold its commitment to excellence.

I hold a Bachelor of Science in Development Education, major in Agricultural Education, from Visayas State University (VSU). I have also completed 21 units in Secondary Education at the Franciscan College of the Immaculate Conception (FCIC), which has further enhanced my understanding of the academic and administrative environments.


I began my service at Visayas State University as a Clerk in the Academic Department and was later transferred to the Human Resource Management Office as a Receiving and Releasing Clerk. In addition to this role, I also served as a Deputy Documents and Records Controller in the Performance Management and Rewards and Recognition Office, which operates under the same department. I was also responsible for auditing the leave records of retired or resigned personnel and assisting in the processing of terminal leave benefits.

With a strong background in administrative support and office management, I have developed expertise in data entry, record-keeping, auditing, and document management. These skills have enabled me to ensure the smooth and efficient handling of both financial and administrative processes. Moreover, my ability to collaborate effectively with colleagues and maintain a positive work environment makes me a dependable and valuable team player.

I am confident that my qualifications and experience align well with the responsibilities of the Administrative Aide positions. I am committed to contributing to the success of your office and the broader goals of the University.

Thank you for considering my application. I welcome the opportunity to discuss how I can contribute to your team and look forward to the possibility of serving your institution.

Sincerely,


JESSICA L. CONSTANTINO
Applicant