

August 10, 2023

DR. HARVIE P. PORTUGALIZA

OIC-Dean
College of Veterinary Medicine
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. **Portugaliza**,

Greetings!

I would like to express my sincere desire to apply as an Administrative Aide III (Clerk) in your office.

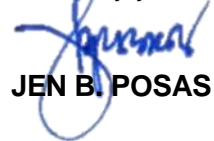
I am a graduate of Bachelor of Science in Agricultural Education Major in Crop Production at the Visayas State University (then ViSCA) in October, 1996. I am currently working as an Administrative Assistant (Job Order) at the National Abaca Research Center (NARC) here in VSU. My duties and responsibilities include the following functions: preparation of reports (quarterly, midyear, annual research, and extension reports); providing assistance in the preparation, consolidation, packaging, and submission of research proposals for funding; and other clerical jobs such as provide assistance in the preparation of the center's staff workload, performance evaluations of core staff, PASUC papers, AACUP documents, updated Curriculum Vitaes, renewal of NARC core staff, as well as act as a deputy Documents and Records Controller (dDRC).

I have previously worked as a Project Technical Staff under the CHED-Philippine Higher Education Network Program (CHED-PHERNet) for over 10 months. My duties include facilitating the necessary paperwork (vouchers, liquidation reports, travel, billing, financial reports, appointment, establishing and maintaining records for easy retrieval to ensure the smooth Project implementation, and ensure timely submission of reports through coordination, project monitoring, consolidating, and packaging of reports (Progress, Annual, and Final). I have also been a Science Research Assistant in OVPREI under the Director for Research where I update and maintain a filing system for all research-related Memorandum of Agreement/ Understanding (MOA/ MOU) of the university. I also assist the office clerk in the preparation of necessary paperwork when needed. I have also been a telephone operator at RCPI, Bayantel for ten years as well as an enumerator of the Study in Livelihood Strategies and Food Security for Farmers conducted in Dulag, Leyte for ten months.

My work experience has given me sufficient exposure and know-how to both technical and administrative duties. I am detail-oriented and a team player. I am confident that my skills match the job that your good office need. I assure you that I am a hard-working person, willing to be trained, and willing to do my best in the assigned tasks given to me. Should there be a need for a personal appearance or interview, I can be contacted through the following: jen.posas@vsu.edu.ph, 09979277051/09518515665.

I look forward to hearing from you.

Sincerely yours,



JEN B. POSAS

