

April 4, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Baybay City Leyte

Thru: **MARIBETH S. MIRAFLOR**  
Head, Records and Archives Office

**Dear Dr. Yepes:**

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the Records and Archives Office is in need of the position as Administrative Staff. I am very much interested to apply for the position. I graduated BS in Development Communication major in Broadcasting in 2008 and also graduated my degree course Master of Management major in Business Management in 2019.

My work experiences that I am so overwhelmed; As Administrative Officer / Coordinator for 12 years in an Australian funded projects implemented by the institution under (ACIAR programs). I created and managed a page to promote the works and achievements of ACIAR Horticulture Programs in the Southern Philippines with the direct Supervision of ACIAR Canberra Fellows and Study Leaders from VSU.

My experience as Administrative Officer I/ Social Worker dealing different types of communities in the urban Areas for 10 years in Paranaque with diverse group of stakeholders. Some related experience as Radio Production Staff in DYDC, article contributor to Obelisks, and RDE Highlights I'm sure can contribute a lot to my career.

Lastly, as dDRC of the unit Programs and Institutional Accreditation Office (PIAO) at QAC, my exposure to all quality assurance activities in the quality assurance for more than three (3) years, I am certain that I can perform and deliver the expected output beyond expectation.

If given the chance you can be assured of my willingness to learn new things under new directions in the workplace. I have the competence, character and commitment, I know I can deliver my task beyond expectations.

Hoping for your approval of my request.

Respectfully,

  
**MARIA LILIA P. VEGA**  
Applicant