

October 26, 2025
Pawing, Palo, Leyte

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

Position Title: Administrative Aide III (Clerk I)

Plantilla Item No.: ADA3-194-2004

Salary Grade: 3/Php 15,282.00

Place of Assignment: VSU Main

Dear Ma'am,

I am writing to express my strong interest in the Administrative Aide III (Clerk I) position advertised by Visayas State University (VSU). While my background is diverse, my professional experience has provided me with highly relevant expertise in organizational compliance, meticulous documentation, and high-level administrative reporting.

My qualifications include two years of professional experience as a Human Resource Officer at JUCONS CONSTRUCTION OPC. This role was fundamentally administrative, requiring expert management of confidential employee records, adherence to labor compliance standards, and meticulous handling of documentation and procedural deadlines—all skills essential for an Administrative Aide.

Furthermore, during this tenure, I was appointed as the Quality Management Representative (QMR) to oversee the company's ISO certification process. This was a leadership position that required systematic thinking and organizational mastery. As QMR, I was directly responsible for developing, implementing, and maintaining the organization's Quality Management System (QMS), ensuring continuous compliance with standards like ISO 9001, and driving continuous improvement.

This QMR role is highly relevant to the Administrative Aide position as it showcases proven capability in organizational compliance, documentation and reporting, staff support and training.

In addition to this professional foundation, I hold a strong academic background, graduating Magna Cum Laude with a Bachelor of Elementary Education from Leyte Normal University. I confirmed my proficiency by passing the Licensure Examination for Professional Teachers in September 2023 with a weighted average of 91.60. My educational success reinforces my natural organizational aptitude, strong analytical and problem-solving abilities, and excellent written and verbal communication skills.

I am enthusiastic about leveraging these combined administrative, compliance, and organizational skills to contribute to the mission of the VSU. I am eager to learn from experienced professionals and become a valuable member of your team.

Thank you for your time and consideration. I am available for an interview and look forward to the opportunity to discuss how my experience as an HR Officer and QMR can immediately benefit your office.

Sincerely,


MARIE CLAIRE M. ALCOY, LPT