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**Mr. Mike Laurence V. Lumen**  
**Visayas State University**  
**University Integrated Media and Public Affairs**  
**Brgy. Pangasugan, VisCa**  
**Baybay City, Leyte, 6521**

Dear sir,

I am writing to express my interest in the Information Officer 1 position in the University Integrated Media and Public Affairs of the Visayas State University main campus. With extensive experience in information management, particularly in my role as a Documenter/Information Officer with the Community Environment and Natural Resources (CENRO) at Cebu City, I am confident in my ability to contribute effectively to your team and our cherished University's objectives.

During my tenure at CENRO Cebu City, I was responsible for preparing comprehensive documents and records management primarily on the National Greening Program of then President Benigno Aquino III, ensuring all data and reports were meticulously organized and accessible. This role honed my skills in applying and adapting records management standards to align with the governmental and agency operations. I developed a strategic process into effective resource management to efficiently and effectively carry out my tasks as an information officer.

In line with the functional competencies required for the Information Officer 1 role, I bring with me a honed skill set in critical thinking and problem-solving. I am good at analyzing and interpreting data to support sound decision-making.

Another key relevant skill is my experience in process management. I have successfully developed, formulated, and reviewed processes, policies, and procedures to enhance task execution and efficiency, especially while working with the other information officers in the different cities within PENRO (Provincial Environment and Natural Resources Office) of Cebu Province. This is strengthened by my focus on compliance and my proactive approach while being a key team player in a very important government agency. And, I am proud to say that my previous bosses have commended me on this particular skill and work attitude.

Furthermore, as a Tech News Writer, Blogger, Content Writer, Instructor, and Communication Trainer (Oral and Written), I have refined my abilities in communication and article writing, ensuring clarity, coherence, and compliance with organizational standards while effectively documenting and presenting information based on ethical and legal standards.



I am excited about the possibility of bringing these skills to the UIMPA and contributing to its overall mission as an Information Officer 1. Looking forward to the opportunity to discuss how my accumulated experiences and work ethics can add value to the team. Thank you so much for taking the time to read my application.

Sincerely,  
Riza Mae L. Maningo

