

December 17, 2023

**HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University-Main Campus

Dear Ms. Colis,

I am writing to express my enthusiastic interest in the Administrative Officer II (YIRBCL) position for the Accounting Office at Visayas State University–Main Campus, as advertised on the VSU HRIS Website. As a dedicated professional with a strong background in administrative tasks and a passion for contributing to the education sector, I am excited about the opportunity to become a valuable member of your team.

Throughout my 2 years of experience in administrative roles, I have consistently demonstrated my ability to handle a variety of responsibilities with efficiency and precision. In my current role as a Science Research Assistant at Visayas State University–Main Campus, I have successfully managed tasks such as processing all needed requirements in organizing an event in the university, allocate properly the budget of the project, processing all the requirements needed for purchase request of the items needed for the project, and many more. My attention to detail and organizational skills have enabled me to maintain a structured and smooth-running office environment.

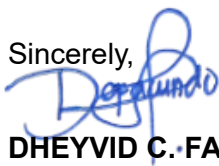
I am particularly attracted to my alma mater, Visayas State University, because of its commitment to excellence in education and its reputation for fostering a dynamic and collaborative work environment. I am eager to bring my skills, learnings, and enthusiasm, contributing to the financial well-being of the university.

My experience in working collaboratively with diverse teams, both within the administrative department and across campus, has allowed me to develop strong communication and interpersonal skills. I am skilled in using various software applications, including Microsoft Office (Word, Excel, PowerPoint, etc.), R/RStudio, JASP, SPSS, and Python. This will enable me to effectively manage administrative processes and contribute to the university's success.

Enclosed is my Personal Data Sheet (PDS) with attachments as support, which provides a comprehensive overview of my professional background and accomplishments. I would greatly appreciate the opportunity to discuss how my skills and experiences align with the needs of Southern Leyte State University – Main Campus. Please feel free to contact me at +639394162712 or dheyvidfacundo328@gmail.com to arrange an interview at your convenience.

Thank you for considering my application. I am excited about the potential to join Southern Leyte State University and contribute to its mission of educational excellence. I look forward to the opportunity to discuss my qualifications in more detail.

Sincerely,



**DHEYVID C. FACUNDO**

Applicant