

April 4, 2025

**HONEY SOFIA V. COLIS**

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my keen interest in the **Administrative Officer II** position, as advertised on the CSC Job Portal. With **12 years of experience in engineering and administrative functions at LGU Leyte – Engineering Office**, I am eager to apply my technical expertise and organizational skills to support your institution's operations.

In my role as **Draftsman II**, I was responsible for drafting building plans, preparing cost estimates for barangay projects, conducting site inspections, and overseeing construction activities. Additionally, during my first two years, I handled **procurement of engineering materials, office equipment, and supplies**, ensuring efficient storage and inventory management. My role also involved **basic troubleshooting and repairs of office equipment**, as well as **graphic design tasks** for project layouts. Working in a **small yet dynamic team** has enabled me to develop a **versatile skill set**, making me highly adaptable to various responsibilities.

Eager to expand my expertise in **administrative work**, I welcome opportunities for training and professional growth within your institution. I have attached my **Personal Data Sheet** for your review and would appreciate the opportunity to discuss how my skills align with your team's needs.

Thank you for your time and consideration. I look forward to the possibility of contributing to your organization.

Sincerely,



**RONIE D. DAPROSA**

Mobile: 0977-685-6576

Tel: 053-888-8397

Email: roniedaprosa80@gmail.com