

13 February 2024

**Dr. Edgardo E. Tulin**

Chairman, Non-Academic Personnel Board

Visayas State University

Visca, Baybay City, Leyte

Through: **Ms. Maria Roberta S. Miraflor**

Head, Records and Archive Office

Dear **Dr. Tulin**;

Greetings!

I am writing to express my sincere intention to apply for the Administrative Officer I position at the Records and Archives Office, Visayas State University.

I have been working in the Visayas State University since 2006 as Job Order worker and got promoted as regular employee in 2013. Currently, I am connected at the Office of the Dean-College of Engineering and Technology (CET) as Administrative Aide VI. As administrative clerk of the college, it is my duties and responsibilities to prepare administrative documents such as memoranda, annual reports, outgoing communications, CET OPCR-IPCR, PPMP and PRs, financial documents, among others. Furthermore, I am also the chairman of the College Documents and Records Controller Committee which is responsible for the implementation of document controlling and other related activities for the implementation of ISO 9001:2015.

I am applying for the position as Records Officer because I want to try new tasks and experiences that could help me grow as a government employee. If given the chance, I am willing to undergo coaching, trainings, and seminars to improve my skills in records management. Also, you can be assured of my dedication, flexibility, commitment, and willingness in the work I am assigned to.

I would appreciate the opportunity for an interview at your most convenient time. Please contact me through my mobile phone number 0936-415-5627 or thru my email [maborleo@vsu.edu.ph](mailto:maborleo@vsu.edu.ph).

Thank you for your time and consideration.

Respectfully yours,



**MICHELLE A. BORLEO**

Applicant