

January 9, 2024

**HONEY SOFIA V. COLIS**

**Director, ODHRM**

Visayas State University

Baybay City, Leyte

**Dear Director Colis:**

I am writing to express my interest in the Supervising Administrative Officer (Administrative Officer IV) position at Visayas State University, Baybay City, Leyte as recently advertised. I am currently the Administrative Officer IV (HRMO) of DepEd Division of Biliran, with a solid background in administrative management and a proven track record of fostering operational excellence, I am excited about the opportunity to serve your esteemed institution.

I have served nine (9) years of experience as section head for personnel operations, implementing systems in recruitment selection and placement as well as payroll office operations. I also served as the focal of the team that helped the Division elevate its PRIME HRM Level of Practices. My diverse skill set aligns with the responsibilities and expectations outlined for the Administrative Officer role.

Some key highlights of my qualifications include:

Proficient in overseeing administrative functions, including budgeting, resource allocation, policy development, and strategic planning, resulting in streamlined operations and improved efficiency.

Strong leadership skills in effectively managing teams, fostering a collaborative work environment, and encouraging professional development among staff members.

Extensive experience in implementing administrative procedures, utilizing technology-driven solutions, and optimizing processes to enhance productivity and meet organizational objectives.

Good communication skills enabling effective collaboration with cross-functional teams, stakeholders, and external partners.

Attached are my Personal Data Sheet and other relevant pertinent documents for your review, providing further details about my professional background. I am eager to discuss how my qualifications align with the needs of Visayas State University. Looking forward to attending the interview and recruitment process of your institution. I can be reached at 09261981082 or via email at [lermaflornapoles@gmail.com](mailto:lermaflornapoles@gmail.com).

Sincerely yours,

  
**LERMAFLOR G. NAPOLES**  
Applicant