

August 11, 2025

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am **Colis**,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for 7 years, I am writing to apply to the Administrative Assistant II position at the Human Resource Management Office, Visayas State University with regards to your post at jobs.vsu.edu.ph. I have a degree of Bachelor of Science in Agribusiness and I have earned units in the same institution for my master's degree in Management major in Agribusiness Management. I also passed the Civil Service Career Examination (Sub-Professional). I am very much interested to learn and work as an Administrative Assistant II (Human Resource Management Assistant), wherein I can share my expertise and skills with others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that the administrative assistant II position offers. With my knowledge and skills in doing administrative and clerical tasks or jobs, I believe that I can perform well the tasks that will be given to me if I'm hired. I am enclosing my resume, transcript of records, and other supporting materials for more details that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of the Human Resource Management Office as an Administrative Assistant II. Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09073292181 or email me at merlin.lebante@vsu.edu.com or merlinlebante08@gmail.com.

Sincerely,


MERLIN R. LEBANTE