

May 23, 2025

**HONEY V. COLIS**

Director, HRMO

Visayas State University

Dear Ma'am Colis,

I am writing to express my enthusiastic interest in the Administrative Aide VI (Clerk III) at Visayas State University. 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 5 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 Planning Support Staff at the DENR - Community Environment and Natural Resources Office, Ormoc City, I have successfully managed tasks such as processing all needed requirements in organizing an event, processing all the requirements needed for purchase requests, and providing support to the CENRO during planning workshops, seminars, and meetings. This may include the preparation of presentation materials, briefers, documentation, reports and plans and many more. My attention to detail and organizational skills have enabled me to maintain a structured and smooth-running office environment.

I am deeply motivated by the mission of Visayas State University to be a global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation. I am confident that my dedication to excellence aligns perfectly with the university's goals.

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 Visayas State University. Please feel free to contact me at +639510348551 or [charymaarat@gmail.com](mailto:charymaarat@gmail.com) to arrange an interview at your convenience.

Thank you for considering my application. I am excited about the potential to join Visayas State University and contribute to its mission of educational excellence.

Sincerely,



**CHARITY A. MAARAT**

Applicant