

**ROTACIO S. GRAVOSO**

Director  
Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University

*Dear Madam,*

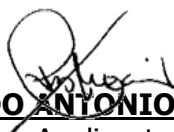
This is to manifest my intention to apply as **ADMINISTRATIVE OFFICER II** (Management and Audit Analyst I) with **Plantilla Item No.: ADOF2-29-2004**. The opportunity to work in the Visayas State University (VSU) would mean a new undertaking and challenges in my competency, I can assure you that I will give my diligence and sincerity on my work, considering my experience and education will make me an aspirant for the said position.

Presently, I am employed as **Administrative Officer II** in the Department of Education (DepEd), Baybay City Division Office stationed in Bunga Elementary School for the past five (5) years. Previously connected in the Quedan and Rural Credit Guarantee Corporation (QUEDANCOR) under the supervision of Department of Agriculture for Thirteen (13) years. I have acquired expertise in different fields within this organization. My experiences have taught me how to build strong relationships with all departments of an organization. I have the ability to work within a team as well as cross-team. I can work not only in my field of profession but also with the organizational common goal for the development of the agency.

Furthermore, I am a graduate of Bachelor of Science in Accountancy at Saint Paul's School of Professional's (SPSP), Pawing, Palo, Leyte, completed 18 units in Secondary Education in 2018 at Saint Michael Collee in Hindang, Leyte, A graduate of Masters of Public Administration at College of Maasin, Maasin, Southern Leyte in 2021. A computer literate (MS Word, Excel, Power Point) and Career Service Professional Eligible.

Much appreciated considering my application; please refer to my attached resume. I am very much willing to have an interview when given opportunity anytime convenient with you. I can be reached at my mobile phone# (63)921-995-6571 or my email add: [roland\\_briton@yahoo.com.ph](mailto:roland_briton@yahoo.com.ph)

Very Truly Yours,



**ROLANDO ANTONIO B. MESIAS**  
Applicant