

May 2, 2024

RAYMUND M. IGCASAMA

Head, Admissions Office
Visayas State University
Visca, Baybay City, Leyte

THRU:

HONEY SOFIA V. COLIS

Director
Office of the Director for Human Resource Management

Dear **Dr. Igcasama**:

Greetings of good health!

I read from the VSU HRIS that the university is looking for Administrative Assistant II (Clerk IV) under your good office–Admissions Office. In view of this, I would like to express my intention to apply for the said position.

I am Shaira B. Manapsal, a graduate of Bachelor of Science in Biotechnology in this university and is currently on my Master's degree in Management at Southern Leyte State University-Main Campus. At present, I am employed in this institution in an administrative position under Institute of Tropical Ecology and Environmental Science (ITEEM). I was also the Consortium Secretariat of the Visayas-Mindanao Consortium of Journal Publication, Inc. (VMCJPI) under the supervision of Dr. Francis Ann Sy, Vice-President for Research, Innovation and Extension Services. I have been the clerk of Dr. Annabelle M. Hufalar as the Vice-President for Students and Auxiliary Services and as the Vice-President of Academic Affairs at Southern Leyte State University-Main Campus (SLSU). Aside from administrative roles, I was a former Part-time Instructor at SLSU under the Institute of Arts and Sciences handling Environmental Science and Science, Technology and Society. Before embarking my new journey outside SLSU, I was the staff for the Guidance and Counseling Office with a role not just in student assistance and student-related duties and responsibilities, but also in admission processes.

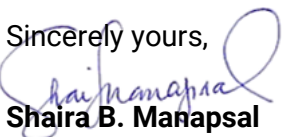
I believe I am fit in this position as I possess professional experiences with administrative roles and tasks from currently the Deputy Document and Records Controller (dDRC) of the department, Consortium Secretariat of the VMCJPI, and clerk of the Vice Presidents of SLSU as well as the University Guidance Counselor. Moreover, I have been a part of the admission processes at SLSU and have dealt with almost a hundred clients each day with all the same concerns but with different attitudes and personality both online and face-to-face. I have advanced knowledge when it comes to MS Word, MS Excel, MS PowerPoint etc. Since I have been working in a university, I have quite a knowledge on how the university works on administrative level – from preparing minutes and communications, gathering of necessary data for CHED submissions, preparing necessary documents for AACUP accreditations and ISO leveling, accomplishment reports, and other office and academic-related works. Above all, I am an individual running towards improvements, hence, I am enthusiastic about receiving professional trainings for me to learn and grow.

Visayas State University has been my home for so many years and I would like to continuously give back to the university the things I owe to it by serving with all of my heart.

Should you have any further questions, you can e-mail me at my e-mail address shaira.manapsal@vsu.edu.ph or message me on my phone number **09165390892**.

Thank you so much for your time. Keep safe.

Sincerely yours,



Shaira B. Manapsal