

November 05, 2024

MS. HONEY SOFIA V. COLIS

HRMO Director

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ms. Colis,

I wish to submit my application for Administrative Aide IV Position to your office. I am currently working in the university as a deputy documents and records controller (Job Order Status) at the Procurement Office. I have worked in different offices and departments at Visayas State University for a total of 8 years and counting, carrying out mostly clerical work, thus acquiring knowledge, experiences, and skills in clerical works such as filing, documents and records keeping, and public dealings.

I have a Civil Service Sub-Professional Eligibility qualification and I am confident in performing administrative duties and versatile enough to carry out various multiple tasks I am entrusted with. I assure you my full effort to deliver more of what is expected from me, improve as much as I can, and become a productive and supportive team player to repay the trust you will have shown in taking me on in the position.

I welcome the opportunity to continue working at the University with the position offered. Kindly see my Resume and Personal Data Sheet for your reference.

Thank you for your time and consideration.

Respectfully yours,


Myra Ruiz Milleza
Applicant