

November 26, 2025

HONEY SOFIA V. COLIS

Director

Human Resource Management and Development Office

Visayas State University

Visca, Baybay City, Leyte, Philippines

Dear Ma'am Colis:

I am writing to express my sincere interest in the Administrative Aide VI (Clerk III) position in the Department of Mechanical Engineering. In the past six years, my research into food safety has provided me with a solid foundation, enabling me to organize and manage projects effectively, which will translate well to the team's administrative functions.

In my previous research roles at Visayas State University, I handled more than just scientific analysis. My responsibilities included planning and procurement of suitable materials and equipment needed in the project, meticulous record-keeping, accurate data management, and coordinating complex projects with multiple stakeholders. I regularly managed project timelines, ensured compliance with regulatory standards, and prepared detailed reports and presentations for both internal and external components. My ability to stay organized and pay close attention to detail was crucial to the success of my research projects, and I am eager to bring this organized and detail-oriented approach to the operational and organizational needs of your team.

My background in a highly regulated and detail-oriented field has prepared me to manage administrative tasks with accuracy and efficiency, and my passion for organization and process improvement will enable me to contribute positively from day one.

Thank you for your time and consideration. The documentary requirements are attached for your review, and I am available to discuss how my unique blend of research and administrative skills can benefit this institution. I can be reached by phone (09469343532) or email (alyssafayecapacio@gmail.com).

Respectfully,



ALYSSA FAYE Z. CAPACIO