

December 11, 2024

**HONEY SOFIA V. COLIS**

Director

Visayas State University

Baybay City, Leyte

Dear Ma'am,

Greetings!

I am thrilled to apply for the **Administrative Officer I (Cashier I) (SG 10)** position at the VSU Main Cash Office. Recently licensed as a Psychometrician and holding a Cum Laude distinction in my Bachelor's Degree in Psychology, I am eager to bring my skills and experiences to support the university's vision and mission.

My background as a consistent student leader and academic achiever has equipped me with strong organizational, communication, and leadership abilities. In high school, my role as President of the Supreme Student Government earned me a Leadership Award while balancing academic excellence as class valedictorian. In college, I enriched my competencies by attending seminars and training sessions on counseling, stress management and emotion regulation. These experiences not only deepened my understanding of human behavior but also refined my ability to engage effectively with individuals and teams. My involvement in diverse student organizations enhanced my ability to multitask, adapt, and excel in collaborative settings.

During my time as a documenter at Save the Children, I successfully streamlined event documentation processes, ensuring accuracy and efficiency. Currently, I am invited by schools and organizations to serve as a resource speaker on mental health awareness. These speaking engagements have strengthened my interpersonal and communication skills, allowing me to connect with diverse audiences, promote mental well-being, and foster meaningful discussions.

I am particularly passionate about working with people, addressing their concerns, and contributing to their growth. My academic foundation, combined with my real-world experiences, aligns seamlessly with the responsibilities of an Administrative Officer I (Cashier I) especially within a dynamic and people-centered environment like VSU.

I would be honored to contribute my skills and support VSU's commitment to social development. Thank you for considering my application. I look forward to the possibility of discussing how my background can add value to your university.

Respectfully,

  
**MA. ROMYLA P. MACANAS**

Applicant