

05 June 2024

Dr. Prose Ivy G. Yepes
President, Visayas State University
Visca, City of Baybay, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, HRMO

Dear ***President Yepes***:

Greetings!

I am writing to express my interest in the Administrative Officer IV position in the Physical Plant Office. Currently, I serve as an Administrative Officer II in the Human Resource Management Office (HRMO), where I lead the Learning, Development, and Human Resource Accreditation Office (LDHRAO).

In my current role, I have developed strong skills in organizational management, strategic planning, and employee development. Leading the LDHRAO, I have designed and implemented training programs that have significantly improved staff skills and performance. My experience as a Document Records Controller has provided me with extensive experience in maintaining accurate records, ensuring compliance, and optimizing document management systems. Additionally, my previous role as the database in-charge has equipped me with skills in data management and reporting, further enhancing my understanding of administrative operations and effective cross-departmental collaboration.

I am excited about the opportunity to bring my administrative management expertise and passion for organizational development to the Physical Plant Office. I am confident that my background, dedication, and proactive approach will allow me to contribute effectively to the team.

Thank you for considering my application. My personal data sheet is attached for your review. I am available for an interview at your earliest convenience and can be reached at 0918-382-5264 or via email at luvilla.alcober@vsu.edu.ph.

Sincerely,


LUVILLA G. ALCOBER