

August 18, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am,

Greetings!


I am writing to express my keen interest in **Administrative Officer II** position in your esteemed office at VSU Main Campus. With my background in education and relevant job order experience in a government setting, playing comparable duties. I am confident in my ability to contribute effectively to your team and support the mission of DepEd.

I am **Jobelle Silvano Camba**, 24 years old. A graduate of Leyte Normal University with a degree of Bachelor of Science in Secondary Education Major in Mathematics. As a Licensed Professional Teacher, I have developed strong organizational skills, attention to detail, and the ability to manage administrative tasks efficiently. I have honed my skills in administrative tasks and other related areas since I was assigned in the Sangguniang Bayan Secretary's Office. I have gained valuable insights relevant to the administrative role, e.g., coordinating schedules, handling paperwork, etc. in which I feel are ideally suited to the duties of the Administrative Officer II position. I am also a person who is willing to learn and will happy to share my knowledge and skills in order to contribute effectively to your office and be a valuable employee. My dedication to ensuring smooth operations aligns with DepEd's commitment to excellence and service.

Attached herewith are the documents of my personal information and academic background for your reference. I am willing to visit your office for some information and interview anytime at your most convenient. You can reach me thru this number 09925292365 or email me at cambajobelle@gmail.com .

Thank you for considering my application. I am excited about the possibility of discussing how I can contribute to DepEd's continued success. God Bless!

Respectfully yours,


Jobelle S. Camba