

17 July 2020

EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City Leyte

Thru:

LOURDES B. CANO

Director, ODHRM
Visayas State University
Visca, Baybay City Leyte

Dear Dr. Tulin;


Greetings!

Please accept my enclosed application for the position of Administrative Aide III (Casual) that will be assigned at the Security Office of Visayas State University. I am currently the Office Clerk of Security Office and I am almost 4 months in the office since I got hired as a new Clerk as replacement for the late Admin Aide Teofilo Gofredo of Security Office. I honestly don't have much background with regards to being an Office Clerk when I first came into the office. I have no formal orientation and no proper turnover when I started my first day since the former Admin Aide accidentally passed away but my previous job helped me to be organized and very keen on details so I was able to meet the standards of the University when it comes to processing and filing of documents. I can assure that I can work with less supervision and can adapt with the new process with ISO standards in the University.

I took my Bachelor's Degree in Agribusiness here at Visayas State University, I was a former Branch Associate of Palawan Pawnshop and I've been there for almost three years. I encountered different kind of personality (customers) in my previous job so I know that I have good interpersonal skills which I've been using to build good relationship with my co-workers in the Security Office and my superior. I may not yet eligible but I am planning to take the exam this year, unfortunately because of the pandemic all the exams were cancelled to avoid the spreading of virus.

I would love to have the opportunity to be on the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached here are my documents for your perusal.

Truly yours,



Jemuel A. Ocañada

Applicant/Office Clerk