

May 23, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Ma'am:

Greetings!

I am writing you to express my strong intent to apply as an **ADMINISTRATIVE AIDE VI (Clerk III)** in your institution. I want to help you by producing quality work for the betterment of your institution. Please consider me as your applicant.

I am **Roxan L. Dinoy**, a resident of Brgy. Sto. Nino, Isabel, Leyte. I have completed my degree, Bachelor of Secondary Education major in **Mathematics** last June 22, 2020 at Visayas State University – Isabel. I passed the **Licensure Examination for Teachers (LET) Secondary Level** after two years on October 2, 2022 having a rating of 86.20%.

I have an experience as a Registration Officer I in the Philippine Identification System. In there, I was able to develop my confidence, computer skills, & interpersonal skills through engaging with different people while handling a lot of confidential paperworks everyday. It helped me to be more prepared to face a greater challenge which is of being a full-time worker. I am now confidently ready to work and do the responsibilities of a worker that is why I am seeking for a working environment where I can give my best as a public servant.

For your reference, attached herewith are the following documents: Duly-accomplished and subscribed Personal Data Sheet; Transcript of Records; Certificates of Training and Employment; and Certificate of Eligibility. Should there be a problem or lacking document with regards to my application, please feel free to contact me at my cellular phone number, **0915-650-3934** or kindly email me at **roxdinoy143@gmail.com**.

Kindly consider my application as a sincere intent of interest. Thank you so much for your precious time.

Sincerely,



ROXAN L. DINOY

Applicant