

February 14, 2022

HONEY SOFIA V. COLIS

OIC-Director, ODHRM
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Subject: **APPLICATION FOR ADMINISTRATIVE OFFICER I**

Dear Madam,

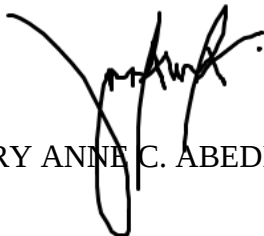
Good day!

After seeing the hiring posted in the HRIS VSU portal, I would like to apply for the job as an Admin Aide IV (Clerk II). I am Mary Anne Abedejos, single and a resident of Hindang, Leyte. I graduated with a degree of Bachelor of Science in Agricultural Business at Visayas State University and I am eligible since I passed the Professional Civil Service Examination. Recently I worked at PSA as administrative staff and worked as a Team Supervisor for 2020 Census Population and Housing. I am currently employed at Visayas State University as a dDRC of QMR Office of the Director for Quality Assurance.

I am physically healthy and fit, suitable for this job; fulfill all the requirements from your department. It is my goal to be compassionate, trustworthy, enthusiastic, and intelligent individual who will make a positive contribution to the department. I would welcome an interview and hope to hear from you at your earliest convenience or you can also contact me 09100436618 and email at anneabedejos@gmail.com

In the light of above, you are requested earnestly, that my request for the job may please be kept and addressed at your first priority. More power and God bless!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mary Anne C. Abedejos', with a large, stylized initial 'M' and 'A'.

MARY ANNE C. ABEDEJOS