

January 23, 2022

**ANABELLA B. TULIN**

Director  
Office of the Graduate School  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**  
OIC- Director, ODHRM

Dear Madam,

Good Day!

I am reaching out to you regarding the posting for the **Administrative Officer II**. I have great interest in this position and would appreciate your consideration as a candidate for the role.

I had my Bachelor's Degree in Communication major in Media at University of San Carlos. I graduated with Latin honors as Cum Laude.

I also worked as Project Documentation Specialist at Department of Environment and Natural Resources Region VIII assisting in the development and strengthening of the different projects of the department. Also, in my previous experience, I worked as Administrative Officer II at Cebu City Government providing administrative support as well as improving government services.

I have also acquainted myself with a wide range of skills that allows me to blend with the group and to continuously strive to reach common goals amidst failures and setbacks.

I have attached my Personal Data Sheet for your full consideration. Please have a look at it. If you wish to have a personal interview with me, you can reach me anytime via e-mail at mariatrishao@gmail.com or through my mobile number 0926-362-8620.

I am looking forward for your affirmative response. I hope I can serve the public through your team. Thank you and God Bless!

Respectfully,



MARIA TRISHA P. OLIVEROS



REPUBLIC OF THE PHILIPPINES  
CITY OF CEBU  
OFFICE OF THE MAYOR

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June 4, 2019

**RECOMMENDATION LETTER**

Greetings!

It's my pleasure to offer my unreserved recommendation for Ms. Maria Trisha Oliveros in your company. As part of the Mayor's management team, Ms. Oliveros consistently exhibited all good qualities required for her role. Furthermore, she has fulfilled her responsibilities with little supervision. She was one of the people behind the project "Provision of Traffic Education to Commuters" for the whole city in coordination with the Cebu City Transportation Office. Also, she was part of the One Stop Shop project: A business one stop shop for building and occupancy permit. Without her vital effort towards all these, the projects' progress could have been a little slower affecting both the beneficiaries and the service provider.

Her skills in project management have improved in the past year. Her keen attention to details, inquisitiveness and dedication to get things done are the qualities that I value in her.

I believe that Ms. Oliveros has a tremendous amount of potential and would be an outstanding addition to your staff.

Best regards,

  
**TOMAS R. OSMEÑA**  
Cebu City Mayor