

October 17, 2022

HONEY SOFIA V. COLIS

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

Subject: **APPLICATION FOR ADMINISTRATIVE AIDE III (CLERK 1)**
 PLANTILLA NO. ADA3-172-2004

Dear Madam Colis,

Good day!

I would like to apply for the job as an Administrative Aide III (Clerk I). I am Mary Anne Abedejos, single and a resident of Hindang, Leyte. I graduated with a Bachelor of Science in Agricultural Business degree from Visayas State University and a Professional Civil Service Examination (first level) passer.

I currently work at Visayas State University as a Designated Document Records Controller of a Quality Management Representative. I am responsible for preparing documents under ISO 9001: 2015 standard with the guidance of the Quality Management Representative. Performed proofreading correspondence, distributed and filled forms, and maintained office-tracking systems for correspondence. I also worked as an administrative assistant for Philippine Statistics Authority-Philsys, which entertained public queries and problems regarding the registration process of Philippines ID and maintained all files such as memoranda, correspondence, and reports. During the 2020 population and housing census, I also worked as a Team Supervisor, supervising the enumerators and checking their outputs.

I am physically healthy and fit, suitable for this job, and fulfill all the requirements from your department for Administrative Aide III (Clerk I). My goal is to be a compassionate, trustworthy, enthusiastic, and intelligent individual who will positively contribute to the department. I am willing to be assigned to any field office or area of assignment. I would welcome an interview and hope to hear from you at your earliest convenience; you can also contact me at 0910-043-6618 and email me at abedejos.maryanne@gmail.com.

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

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'MAA.' with a stylized flourish.

MARY ANNE C. ABEDEJOS