

February 7, 2024

DR. DANIEL LESLIE S. TAN

OIC-President and
Chairman, NAPB
Visayas State University
Baybay City, Leyte

Dear Sir,

I am delighted to submit my application for the Administrative Officer I, Permanent position at the Records and Archives Office or any vacant positions available in different offices/ departments.

I am Caroline B. Anduyan, 39 years old and residing at 228 Tres Martires St., Zone 13, Baybay City, Leyte. I graduated with a degree in Bachelor of Science in Business Administration, Major in Finance and Management Accounting in 2005 from Holy Angel University in Angeles City, Pampanga. I also finished my Associate in Office Administration at the same university in April 2008.

I worked as a legal secretary in a private law office in Angeles City, Pampanga for nine (9) years.

I worked as a job order clerk at the same time as the dDRC of the Legal Office of the Visayas State University from February 2020 up to January 15, 2023. Likewise, I was also assigned as dDRC and clerk of the Data Protection Office in January 2021 up to January 15, 2023. On January 16, 2023, I was hired as Administrative Aid III (permanent) at the Office of the Vice President for Research, Extension and Innovation (OVPREI) and have been there up to the present. I am also assigned as the Core dDRC of OVPREI. My self-determination and hard work gave me the honor to apply for the position that fits my qualifications.

I hope you give me a chance to share my knowledge and skills and to continue to do my best to render my sincerest service with my wide range of willingness and capability to work.

Attached herewith are my PDS, CV, copy of my transcript of records and diploma for your reference. I am available for an interview at your convenient. I can be reached anytime at 09267984713 or 09196516518 or by email at caroline.anduyan@vsu.edu.ph.

Thank you very much.

Respectfully yours,


CAROLINE B. ANDUYAN
Applicant