

January 31, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Thru: **TEOFANES A. PATINDOL**
Director
Institute of Tropical Ecology & Envi. Mgmt.
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am/Sir,

Warm Greetings!

I am writing to express my interest in applying for a ADMINISTRATIVE AIDE I (Casual Position), at the Institute of Tropical Ecology & Envi. Mgmt, Visayas State University, Baybay City Leyte. I want to offer myself as an employee of suitable post. I believe I am perfect fit for this position considering that I am reliable, trustworthy and detail-oriented. I organize my time and work effectively and efficiently.

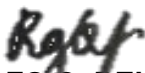
Currently, I am working at the Baybay City Parole and Probation Office, for more than a year as an office staff doing administrative works, as well as assisting my supervisor and clients. I also worked as a Traffic Enforcer for 3 years maintaining the smooth flow of road traffic and assisting traffic operations like issuing appropriate tickets and penalties for traffic violators. I also had my job training at Baybay City Water District, doing and completing any basic and necessary office tasks as required by my supervisors.

I believe all of my work experiences have greatly influenced the development of my knowledge, skills and attitude towards work. And that, I am capable with the important tasks and responsibilities that will be given to me if given a chance to be hired in this organization and bear out my full potential.

You can contact me anytime at **09203429869** or send me an email at rodulfofelisadojr@gmail.com.

I am hoping to hear from you soon. Thank you.

Sincerely yours,



RODULFO G. BELISADO JR.

Applicant