

June 24, 2021

Honey Sofia V. Colis
OIC Director
ODHRM, Visayas State University
Baybay City, Leyte

Dear Mam:

It is with pleasure that I am presenting this letter of application to you. I am Jake Wilson B. Mondejar, humbly applying as an Administrative Officer II for Visayas State University.

I am 25 years old and resident of Brgy. Damulaan, Albuera, Leyte. I have finished my Baccalaureate Degree of Bachelor of Secondary Education major in Biological Science at Visayas State University Main Campus in 2017. In that same year, I humbly passed the Licensure Examination for Teachers.

In college, I was an active member in our course organization Alliance of Biological Science Majors. With respect of teaching and handling of classes, I was able to teach in Dr. Geronimo B. Zaldivar Memorial School of Fisheries as a practice teacher last 2016. I teach Science to Grade 8 and 10 students during that time. I have also experience in online ESL (English as Second Language) teaching for Japanese high school students in Cebu City for over a year and a half. For administrative and office work, I currently work now as PCS (Project Control Services) Associate in one of the biggest company in Cebu, Accenture Inc. In my current job, I do some admin task by cooperating with our managers regarding the company affairs. I learned a lot of useful and productive experiences to be shared to my colleague if this employment opportunity will be given positive response.

Attached herewith are my other pertinent documents in support to my application as an Administrative Officer II for Visayas State University.

I am looking forward on a positive response on my application and willingly submit myself working with your prestigious government institution. For further details or information, I will be reached through my mobile number 09452834956.

Thank you so much and God bless you more.

Very truly yours,

JAKE WILSON B. MONDEJAR

Applicant