

October 14, 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

OID-Director, ODHRM
Visayas State University

Dear **Dr. Tulin**;

Greetings!

I saw the online post of VSU jobs that the Visayas State University is in need of an Administrative Assistant III for the Institute of Human Kinetics (IHK) department. In view of this, I am humbly applying for the vacant position.

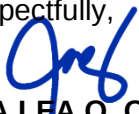
I am 29 years of age, married, and a resident of Sitio Caabing, Barangay Pomponan, Baybay City, Leyte. I finished my baccalaureate degree in Bachelor of Science in Information Technology (BSIT) at Franciscan College of the Immaculate Conception in 2013. In addition, I also took the clerical exam last March 16, 2022.

As an undergraduate student during my college days, I consistently worked at the Baybay City Hall as a Summer Job Trainee under the DOLE Special Program for the Employment of Students. The training has provided me with knowledge in records management and has developed my skills in filing systems to keep track of the records and documents of Baybay Census information. The said training also honed my computer skills in encoding, particularly in managing the Barangay Management Information System (BMIS) database of the different Barangays from time to time.

In addition to this, I have worked as a Branch Associate of Eight Under Par Inc. – Palawan Pawnshop Operator (EUPI-PPS) for more than eight (8) years with work assignments within the different branches in Southern Leyte. As Branch Associate, acting as a frontliner to provide customer services to entertain the customers' concerns as well as financial-related transactions. Within my eight years in service, I have learned a lot of useful and productive practices to apply in this position if this employment opportunity will be given a positive response.

I am available for an interview at your most convenient time. You can reach me through my mobile number +639651338384 and email address: analeao.ocanada@gmail.com. Thank you and hoping for your consideration. I look forward to speaking with you regarding this opportunity.

Respectfully,



ANA LEA O. OCAÑADA
Applicant