

December 19, 2023

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

Good day! I am Nenia Fe Pening willing to apply as Administrative Officer II (Budget Officer I), Plantilla item no. ADOF2-50-2023, salary grade 11, VSU MAIN (Budget Office).

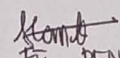
I am a graduate of Bachelor of Science in Agribusiness at Visayas State University-Irabel. Respectively, I am willing to impart my knowledge, skills and experiences that I obtained from my previous job at Community Economic Ventures Inc.

My previous job is a Branch Administrative Assistant at Community Economic Ventures Inc.-Ormoc. I am responsible in cashiering, processing loan applications and performed administrative functions like payment of bills, procurement of office supplies and getting bank statement and checkbook. During practicum, and special problem study, record management, commitment and problem-solving skills had developed in me. As an Accounting assistant, during on-the-job training, I developed time management, flexibility and accountability.

I assure you that I will be your asset. I can be your way for the institution's success. For more information, please review my other documents attached to this application letter. I can be reached at peningneniafepe13@gmail.com or contact my number 09675579282.

Thank you! I am looking forward for a response about this application.

Sincerely,


NENIA FE PENING
Applicant