

December 22, 2024

CHARISSE D. BRAGA

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HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Madame,

Greetings!

I've seen thru the VSU website that the Physical Plant Office is in need of Administrative Officer I (Administrative Officer I). I would like to apply of the said position.

I am Charisse Braga, 37, married and residing in Baybay City. I'm a graduate of BS Food Technology at Visayas State University. I also have units in BS Accountancy at USJ-R. I recently got my NC III in Bookkeeping last September 9, 2024. I earned my Civil Service Professional Eligibility last March 2023. I recently quit my job in Manila with the reason of wanting to have a job where I can be with my daughter. I believe that my knowledge, skills and values that I've gained from my beloved school and with my work experience can contribute to your good office and at the same time will enhance my skills better.

I hope you'll consider my application. I am willing to undergo an interview at your convenience. Thank you and God bless.

Sincerely,

Charisse Braga