

October 28, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Madam:

I'm writing to you to convey my interest in the role of **Administrative Officer V (Management and Audit Analyst III) ADOF5-28-2023** within your esteemed office. I have been employed in DepEd, Division of Southern Leyte in the Payroll Unit since April 5, 2023, and my present position is Administrative Assistant III. Since September 11, 2003, I have been employed by this Division for about twenty-two years.

Over my professional life, I have accumulated a great deal of experience in a variety of roles:

- **Accounting Office:** September 11, 2003 - November 30, 2016 (13 years) and Alternate staff at Cashier's Office, **Budget Officer-Designate** : 2008 to March 2015
- **Budget Office:** December 1, 2016 - March 31, 2021
- **Schools Division Superintendent's Office (Internal Audit):** April 1, 2021 - April 4, 2023
- **Payroll Unit:** April 5, 2023 - Present
- **April 25, 2022 to present:** Chapter President of DEPED National Employees' Union (NEU) Southern Leyte Chapter

I am 44 years old, married, and in good health. I hold a Bachelor of Science in Accountancy from Saint Joseph College. My diverse experience across different offices has equipped me with a robust understanding of administrative process and financial management, making me well-prepared to handle the responsibilities required for the **Administrative Officer V** role.

I would be truly honored to contribute my knowledge and service to the Supreme Court and am confident that my qualifications align with the requirements of this role. I am available for an interview at your convenience and may be reached at **09268600264** or via email at **maryjeanne.orit061@deped.gov.ph**.

Thank you for your time and kind consideration.

Respectfully yours,


MARY JEANNE P. ORIT
Applicant