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July 12, 2025

DIR. ARIEL B. ABRAGAN

Regional Director

DHSUD Regional Office VIII, Sam P. Tiu Real Estate Leasing Bldg., Brgy 91 Abucay, Tacloban City

JRE:Administrative Assistant

Dear Dr.Abragan ,


Good day!

I recently discovered of Department of Human Settlement And Urban Development need for a new Administrative Assistant, and I'm responding in the hopes of being considered for this position. With a thorough understanding of your organization's vision and values, I am convinced that my background commitment will benefit your department's services.

I strive to maintain accuracy and consistency in task completion, individual performance, and good team achievement, using acute attention to detail. Additionally, I offer communication, management, and scheduling flexibility. My goal is to apply typing and note-taking to support increased efficiency. Please review my attached resume which provides additional details of my education and I believe my teamwork and processing requisitions abilities will provide an invaluable asset to your team. I would welcome the opportunity for an interview to further discuss the position and the ways in which I can positively impact of Department of Human Settlement And Urban Development n of growth.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,


ANGELITO I. DAING