

CRISILDA MARIE C. ROBLE

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#33 SAN PABLO ST., ORMOC CITY

May 23 2022

MARWEN A. CASTAÑEDA

Head, Office of the University Registrar

Visayas State University

Baybay City, Leyte

Dear Mr. Castañeda:

Greetings!

I'm writing to express my interest in applying for the Administrative Aide IV position (Clerk II). For the past two years, I have worked as an Administrative Aide (J.O) in the Office of the Chief Librarian at Visayas State University, where it gave me a lot of opportunities to work with people who are highly skilled, high-quality, and world-class.

My responsibilities included entertaining clients and providing necessary services, collating and preparing IPCR and OPCR forms for library employees. In addition, I also prepare vouchers, and other library documents, I was also given the opportunity to serve as an alternate dDRC where I gained valuable experience that has taught me to use my communication and initiative skills in a professional setting while providing excellent service.

Please find attached files for my resume, TOR and other related documents for your reference. I look forward to hearing from you soon. Thank you and God bless!

Sincerely,


Crisilda Marie Roble