

May 26, 2022

RYSAN C. GUINOCOR

Head

Office of the Data Protection Officer

Visca, Baybay City, Leyte

Dear Atty. Guinocor,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide III (Clerk I). Please consider me as an applicant for the said position. I am a graduate of Bachelor of Science in Development Education major in Agricultural Extension here at the Visayas State University.


I have been working as a science research assistant at the Department of Agricultural Education and Extension for almost 2 years which has given me confidence and experience in terms of communicating with different types of individuals with different personalities, and office work and processes. I have also served as a liaison to the LGUs and other government agencies for important transactions and the procurement of needed supplies and materials for multiple projects. Additionally, I have facilitated training, seminars, workshops, and other group activities related to the corresponding projects that I was assigned.

Please consider my application. I feel confident and qualified to tackle the challenges that this position offers. Attached are my application documents such as PDS, Curriculum Vitae, Certificate of employment, TOR, training certificates, and other pertinent documents.

Looking forward to your positive response.

Thank you for your kind consideration.

Respectfully,


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