

March 31, 2023

MS. HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

VISCA, Baybay City, Leyte

Dear Ms. Colis,

Good Day!!!

I am writing to express my interest for applying the vacant position as **Administrative Aide IV** in your office. Currently, I am connected at the Leyte Provincial Hospital under the Malasakit Center as Administrative Aide.

I am **Monette R. Salvo**, I graduated with the degree of **Bachelor of Science in Biology** at **Western Mindanao State University in Zamboanga City**. I took up **Bachelor of Laws** at **South Western University in Cebu City**. I also have units in **Education** and obtained the said **supplemental units** at **St. Theresa's College in Cebu City** and finished at **Leyte Colleges in Tacloban City**. I passed the **Career Service Professional Eligibility** with the rating of **80.32%**. I also have the **NCII in Food and Beverages Services** and **NCII in Cookery** at the **Philippines Women's University in Baguio City**.

As a government employee it is very much challenging for me, First, I was assigned at Malasakit Center, to cater and entertain the needs of my constituents and to provide medical assistance that our government is giving it for free to our indigent fellow Filipino. It is a great pride that I may be able to serve my constituents with outmost care without anything in return. Second, I was given a special task to do the Statistical Report of the Leyte Provincial Hospital from 2020 up to the present. As the appointed Statistician of LPH it's a tough responsibility but with all the skills, trainings and mentoring, I was able to acquire and say that I am ready to face a bigger responsibility. Moreover, I am confident that I can do multi-tasking job which makes me more advantage from all the rest. I can do work with less supervision and under pressure. I can be trustworthy and diligent employee. If I may be given the chance I am more than happy to be interviewed at your most convenient time. I am looking forward to seeing you and here is my contact number @ **09510-327-090**.

With my Educational attainment and background, I can contribute more for the betterment of your institution.

Thank you so much and God Bless you all!!!

Respectfully yours,



Monette R. Salvo
Applicant