

**JENNIFER G. TINAJA**

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HONEY SOFIA V. COLIS  
OIC-Director, ODHRM  
Visayas State University  
Baybay City, Leyte

Dear Ma'am:

Good day!

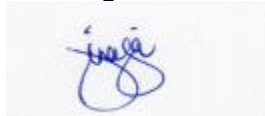
I am writing this letter to express my interest in applying for any Administrative Aide IV position available National Coconut Research Center (NCRC). In order to advance in my job, expand my knowledge, and develop my personality, I am willing to apply to a higher position at Visayas State University.

To shortly introduce myself, I finished my BS in Agribusiness course on May 2014 and earned 40 units in Masters in Management on 2018. After I graduated in college, I worked at PhilRootcrops, Visayas State University as Administrative Aide. During my 5 years as a clerk, I gained experience processing disbursement vouchers for various funds, including pre-travel, cash advance, replenishment, and other associated disbursement tasks. I also appointed as facilitator of Teaching Performance Evaluation by Student (TPES) and currently appointed as ISO-dDRC.

In my five years being a Job Order, I got promoted to casual position and transferred to Cash Office effective on January 1,2021. I was assigned in students' account services of which its major responsibility is to assess school fees of almost 10,000 students and and monitor payments and balances every semester. On 2022, I was deployed to Accounting Office with the same duties, hence, I learned the activities of processing of payrolls/vouchers. At present, I was appointed as dDRC of the Office and transferred to Posting for Regular Compensation. By these experiences, it help me to gain knowledge in accounting system.

Being a worker for almost 10 years in Visayas State University it is a wonderful opportunity for me to develop my character as a public servant. And I have this strong faith that God holds my tomorrow and that He foreordained whatever come to pass.

Looking forward hearing from you soon.



JENNIFER G. TINAJA  
Applicant