

Honey Sofia V. Colis
OIC Director
ODHRM Visayas State University
Baybay City, Leyte

Date: April 19, 2023

Subject: Application for Administrative Officer I (ADO1-31-2004)

Dear Ms. Colis,

I am writing to signify my intention to apply for Administrative Officer 1 position with Plantilla Item No. ADO1-31-2004 as posted in Jobstreet.

My recent employment was as an administrative or research aide at Department of Agriculture – Region 8 for the Yolanda Rehabilitation Project. Related tasks while in the service include coordinating with assigned local government units for the downloading of funds and assisting in several participatory rural appraisals. I am also assigned in the Bids and Awards Committee to help them with the signing and recording of incoming and outgoing documents.

I have also worked as an editorial analyst at Data Gateway Philippines. My job includes analyzing, indexing, and annotating articles obtained from international law books, magazines, and newspapers. I have also created abstracts of articles obtained from international academic and business journals, magazines, and newspapers.

I obtained my Juris Doctor Degree at Leyte Colleges. I took Bachelor of Arts in Social Sciences major in Political Science at University of the Philippines in the Visayas Tacloban College.

Thank you very much for your consideration.

Sincerely,

Anna Jean Eria
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09562204426