

DEBRA JEAN M. DALIN-AS

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April 16, 2025

Dear Sir Arribado,

Good day Sir! My name is Debra Jean M. Dalin-as. I am writing this application to express my interest in the Office Clerk II/Administrative Aide IV in your humble office, the Eco-Farm & Resource Management Institute, Visayas State University. As an Agribusiness graduate, I believed that the skills in customer service, time management and my passion for helping others and experiences that I have gained makes me a valuable candidate as Clerk II. I have worked and served as a JO clerk in the Graduate Education for the past 4 years and 6 months. I have become confident in my ways of dealing with diverse personalities that enabled me to work effectively individually or in groups.

I am with great excitement to work with you sir and your staff to help your office grow and flourish in the next years. I can assure you that I am a hardworking individual and willing to be educated at work.

Hoping that this letter of application brings your attention for considering me as one of your employees.

Thank you, and more power.

Very truly yours, . . .



DEBRA JEAN M. DALIN-AS

Applicant