

12 May 2021

**EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, ODHRM  
Visayas State University  
Visca, Baybay City Leyte

**Dear Dr. Tulin;**

Greetings!

Please accept my enclosed application for the position of Administrative Aide III (Clerk I) casual position. I started working at VSU on March 5, 2021 as replacement to the late Admin Aide Mr. Teofilo Gofredo of Security Office and was appointed as dDRC of DRRM-Security Office on July 1, 2020.

I honestly don't have much background as dDRC in an academic department but I can assure that I can work well with less supervision as I have started working without formal orientation and no proper turnover. However, my previous job helped me to be organized and very keen on details so I was able to meet the standards of the University when it comes to processing and filing of documents. I already followed the new process with ISO standards in the University. I have also attended the webinar on ISO 9001:2015 Awareness/Re-awareness and was able to achieve as being one of the quiz toppers.

I took my Bachelor's Degree in Agribusiness here at Visayas State University, I was a former Branch Associate of Palawan Pawnshop and I've been there for almost three years. I encountered different kinds of personality (customers) in my previous job so I know that I have good interpersonal skills which I've been using to build good relationship with my co-workers in the Security Office and my superior.

I don't have yet the certificate of eligibility but I am planning to take the exam once this pandemic will end or when the exam is available.

I would love to have the opportunity to be on the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached herewith are my documents for your perusal.

Truly yours,

  
**Jemuel A. Ocañada**

Applicant/Office Clerk, OUDRRM