

March 21, 2025

MA. JOLINA SAPA DE ASIS

Surahan Street,
Brgy. Tumaguinding,
Laoang, Northern Samar

HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University,
Baybay City, Leyte

Dear Madam:


I am writing to express my enthusiastic interest in an **Administrative Assistant I (Computer Operator I)** position with a salary of grade 11 with an item no. **ADAS1-88-2023** and a place of assignment at VSU MAIN (Procurement Office) that is currently vacant. I heard about the job vacancy thru the Civil Service Commission (CSC) website.

With regard to my educational attainment, I am a Bachelor of Elementary Education graduate and immediately passed the Licensure Examination for Teachers (LET) in 2018. As for my previous work experience, I have been volunteering in a kindergarten school for one year and eight months (1year & 8months) and for two years (2 years), I became one of the fortunate people who was chosen to become one of the Learner's Support Aide (LSA), a joint program of the Provincial Government and the Division of Northern Samar wherein I was assigned at Talisay Elementary School, Laoang III District. In that span of my work experience, I have not only taught the non-literate learners but also, I give assistance with the administrative tasks needing to be done by the school that I am assigned. I was a big help to the schools I worked with when it came to the different tasks, collaborative work and I also contributed a positive working environment and positive outcomes during my stay.

I believe that my experience is enough to become a good candidate for the position, because while I am teaching, I am not just focusing purely on imparting knowledge, I am also doing different administrative tasks, making sure I have collaboration with the teachers, learners and stakeholders. I also solve different problems that arise, making sure to meet both ends and work gracefully under pressure, become open and adaptable to different situations and promote open and good communication to different channels to ensure a harmonious relationship and with quality outcomes. As a sole provider due to health conditions of my parents and that is searching for a job that will feed my family, I assure you that I can deliver and perform quality services and will not waste the opportunity you will give me. I am very flexible, and eager to learn and contribute to the institution for its betterment and for the improvement of the quality of work I can offer. I am hoping that your good office will give me a chance to deliver quality services and outcomes in the name of public service.

Attached herewith are my requirements. I am available for an interview at your earliest convenience and can be reached at **09957697190** or **jolinadeasis21@gmail.com**. I am looking forward to a favorable response. Thank you for your time and consideration.

Respectfully yours,


MA. JOLINA S. DE ASIS
Applicant