

Joseph Jay Peralta

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Honey Sofia V. Colis

Director, HRMD
VSU, Baybay City, Leyte

Dear Director Solis,

It is with great interest that I submit my application for the position of **Administrative Aide VI (Clerk III)** with **Plantilla Item No. ADA6-93-2004** to be assigned at the VSU Main in your respective office, as advertised on the Civil Service Commission Online Portal.

I recently held a position in the Department of Social Welfare and Development under the Pantawid Pamilyang Pilipino Program Management Division as Administrative Assistant II (Contractual) for nearly three years, where I provided comprehensive administrative support including managing travel orders and overtime requests, processing travel expense vouchers, monitoring purchase requests, and securing payout liquidation documents. I also handled the preparation of correspondence, took minutes during meetings and events.

Prior to this, I worked as an Administrative Aide IV (Job Order) under the Human Resource Planning and Performance Management Section (HRPPMS) for almost two years where I also handled administrative workloads such as receiving job applications (online and in-person), encoding applicants' data for fast-tracking, longlisting and shortlisting, sending regret letters, and assisting in the hiring process.

Throughout my tenure in DSWD, I have also participated in various committees such as PRAISE committee, Division Personnel Selection Committee, and Quick Response Team. These experiences reflect my strong background in administrative work, human resource support, and my commitment to efficient and professional government service.

Given my administrative experience and exposure to fieldwork, I am confident in my ability to effectively contribute to your team in a more technical and developmental capacity and I am eager to expand my knowledge, take on new challenges, and grow professionally within your organization.

Thank you for considering my application.

Respectfully yours,


Joseph Jay P. Peralta