

December 14, 2023

HONEY SOFIA V. COLLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Madam / Sir,

Good day! I am Nenia Fe Pening willing to apply as Administrative Aide VI (Clerk III), Plantilla item no. ADAG- III-2004, salary grade G, in VSU Main (HRMO).

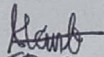
I am a graduate of Bachelor of Science in Agribusiness at Visayas State University - Iloilo. Respectively, I am willing to impart my knowledge, skills and experiences that I obtained from my previous job.

My previous job is a Branch Administrative assistant at Community Economic Ventures Inc. - Immac. I am responsible in cashiering, loan processing and performed administrative functions, like payment of bills, procurement of office supplies and getting bank statement and checkbook. During my practicum and special problem study, records management, commitment and problem-solving skills had developed in me. As Accounting Assistant, during my on-the-job training, I developed time management, flexibility and accountability.

I assure you that I will be your asset. I can be your very for the institution's success. For more details, kindly review the other documents attached in my application. I can be reached at peningneniafe-pedra13@gmail.com or contact my number 09675579282.

Thank you! I am looking forward for a response about this application.

Sincerely,


NENIA FE PENING
Applicant