

Sept. 22, 2021

HONEY SOFIA V. COLIS

Director, ODHRM

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Ma'am Colis:

Good day!

I would like to express my interest in applying for the position of Administrative Aide IV (Clerk II) with the item number ADA4-143-2004 to be assigned at the Office of the Vice President for Research, Extension and Innovation in your good university. I am confident that my knowledge and skills will be an advantage to the development of the students and to the university.

I graduated with the degree of Bachelor of Science in Biology at Leyte Normal University last 2017. In 2018, I finished Supplemental Education at Leyte Colleges. I have successfully passed the Licensure Examination for Teachers (LET) – Secondary Level (major in Biological Sciences) conducted on September 30, 2018 in Tacloban City and I was able to obtain a general rating of 86.00%. I have also successfully passed the Career Service Examination (Professional Level) conducted on March 17, 2019 in Tacloban City and obtain a general rating of 80.37%.

My previous jobs as a Public Health Associate at the Department of Health for 1 year and as a Secondary High School Teacher for 2 years at the Tacloban Angelicum Learning Center had taught me to be organized, resourceful and communicate strongly with the public. I have enough knowledge in biology and its related fields. I am computer literate and I can also work under pressure. With my dedication in doing service, I know that I am suitable for this job in your school.

Attached here is my Personal Data Sheet (PDS) for additional personal information and credentials. I can be reached anytime through my contact numbers: 09169825718 (Globe) or 09305649031 (Smart).

Thank you for the time you spent in reading my letter of intent. I'm absolutely looking forward to the opportunity in working with you.

Sincerely,



ISRAEL GILVANI D. MALACA

Applicant