

February 9, 2023

DANIEL LESLIE S. TAN

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. SOLIS

OIC Director
Office of the Director for Human Resource Management

Sir:

Greetings!

I am writing to express my interest for the position of Administrative Officer II (Human Resource Management Office I) in your good office. I am a graduate of Bachelor of Science in Food Technology at Visayas State University – Main Campus. I am currently employed in DepEd Baybay City Division with the position of Administrative Assistant III, stationed in Bunga National High School. I have been in DepEd for four (4) years. I also have passed the Career Service Professional Examination last October 26, 2014.

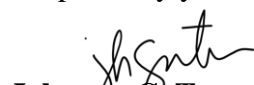
I have worked in very diverse fields. I was employed in a private manufacturing company, Marcela Farms Inc. in Tagbilaran City, Bohol for a year and I had been a research assistant in Visayas State University for almost 5 years. These experiences taught me in dealing and working well with my co-workers and improve my working dynamics.

Lastly, I believe I am a person that can be trusted, a team player, fast learner and can work with minimum supervision. Given my strengths and work experiences have equipped me to handle challenges that I might encounter with this position.

Attached herewith is my personal data sheet for your perusal. If you have any further questions, please contact me thru my mobile phone 0955-864-5104.

Thank you and God Bless.

Respectfully yours,



Johanna C. Torrenueva
Applicant