

## APPLICATION LETTER

Baybay City Leyte 6521  
April 19, 2023

Place of Assignment:	<b>VSU MAIN</b>
Position:	<b>ADMINISTRATIVE OFFICER I</b>
Plantilla Item No.:	<b>ADOFF-31-2004</b>
Monthly Salary:	<b>Php 23, 176.00</b>

Dear,  
**MANOLO B. ROBERTO JR.**  
Dean  
Office of the Dean of Students  
Visayas State University  
Visca, Baybay City, Leyte

With Regards,

Herewith I send an application, personal data sheet, diploma, curriculum vitae, and photocopy of Transcript of Records in response to your advertisement in <https://web.csc.gov.ph/career/job/3148966>

Last March 26, I took an examination on Career Civil Service Examination – Sub Professional Level at New Ormoc City National High School at the moment I'm waiting for the results to be posted. Yet, I do have also an eligibility of Licensed Professional Teacher.

I have had experienced for four months as DEPARTMENT OF EDUCATION SUPERVISOR OFFICIAL (DESO) Technical Support Staff at Commission on Elections year 2019 at Baybay City Leyte. In that position I'm responsible for providing technical assistance and answers to voters questions, assisting voters by troubleshooting problems with machines and ballot.

I realize that my application that I submit cannot explain my qualifications in depth. My certificates of trainings and seminars are burned mistaken for trash. Therefore, I really hope there is a chance interview, which I can explain how the potential in me I will give a tremendous asset as employee at your Office.

Sincerely,



Eve Serato