

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

January 15, 2023

ERLIE JEAN P. MAZO
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MANUEL D. GACUTAN JR.
Head
Department of Animal Science
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

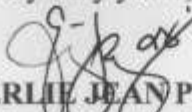
Good day sir! I have been updated by your public notice in your respective website for personnel recruitment, hris.vsu.edu.ph, regarding your need for Administrative Aide IV (Clerk II) which is to be assigned in VSU main specifically in your respective Department of Animal Science. I formally inform your respective office of my desire to apply for the said position if counted fit according to your standards and requirements.

I am Erlie Jean P. Mazo, a resident of Brgy. Gacat Baybay City, Leyte. I am a graduate of Saint Paul School of Professional Studies with a bachelor's degree of Commerce Majors in Management Accounting and Banking and Finance. I entered my first ever employment under permanent status in Cebu City handling the positions of Accounting Clerk for 1 year, and Branch Cashier for 3 years at MCD Credit Corporation. It is a financial institution specifically a credit company located in Cebu. I took my resignation due to the severe effect of pandemic last 2020. Even so, by the grace of God, I still carried what I've learned and applied from my previous company to this day. On October 2021, I was hired as a contractual employee with a designation as an Enumerator of Philippine Statistics Authority. We were responsible in conducting the pilot-testing of Community Based Monitoring System here in our municipality. It ended on January last year.

For now, I am unemployed. But during my unemployment, I went to pursue the field of Education which I was already enrolled before I started working as a PSA Enumerator. Thankfully, we finished our additional 18 units on December 2022. I am planning to take this March 2023 licensure examination for teachers if approved by the PRC, but I still want to take this big opportunity in applying to your good office.

Attached are the scanned pertinent documents stated in your respective hiring guidelines. Thank you so much for spending your valued time reading this letter. I'll be waiting for your positive feedback regarding my application. Thank you! May our Lord bless you!

Very truly yours,


ERLIE JEAN P. MAZO
Administrative Aide IV Applicant

P.S. Please pardon me. My performance rating contains erroneous job specifications for the periods 2018-2020. It should be Cashier not Accounting Clerk. As for the Enumerator job position, there were no performance rating and training certificate given to us. But if you desire to know my performance, you may contact our Team Supervisor Ms. Noreen Gamutan, 09272948618, as stated in my resume. Thank you so much for your patience and kind understanding!