

JANNIEN DORA H. CABAHit

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ADMINISTRATIVE SERVICES OFFICE

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/Sir:

Greetings!

I am writing to express my sincere intent to apply for the position of Administrative Aide III (Clerk I) in your esteemed office. I am a licensed professional teacher and a Cum Laude graduate of Bachelor of Secondary Education major in Science from Visayas State University. I believe my background in education, strong administrative skills, and experience in both academic and public service settings make me a strong candidate for this position.

During the First Semester of SY 2024–2025, I served as a part-time instructor at the Department of Physics, where I taught science courses including Science, Technology, and Society, Thermodynamics, and Mechanics and Thermodynamics. My teaching responsibilities involved managing student records, preparing reports, and coordinating laboratory activities—tasks that required precision, confidentiality, and adherence to institutional protocols.

In addition, I have been serving as an SK Kagawad and Head of the Committee on Education in our barangay, where I oversee educational programs, manage documentation, and lead communication through social media pages as the admin of both our SK and Barangay Facebook pages. These roles have enhanced my clerical competencies such as filing, data encoding, correspondence preparation, and event coordination. I am also proficient in MS Office and Google Workspace tools, and I am confident in my ability to provide timely and accurate clerical support.

I am highly organized, detail-oriented, and committed to public service. I am eager to contribute my skills in administrative functions to help achieve the goals of your office while also growing professionally within a dynamic work environment.

I would be honored to be considered for the position and I am available for an interview at your most convenient time.

Thank you very much for your kind consideration.

Respectfully yours,

JANNIEN DORA H. CABAHit

Applicant