

JOHN ROWIE R. ROQUE

Malobago St. Brgy. Malitbogay Javier, Leyte 6511
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October 29, 2024

ARTURO E. PASA

Dean, College of Forestry & Environmental Sciences
Visayas State University
Visca, Baybay City, Leyte 6521

Thru:

HONEY SOFIA V. COLIS

Director, HRMO

Sir,

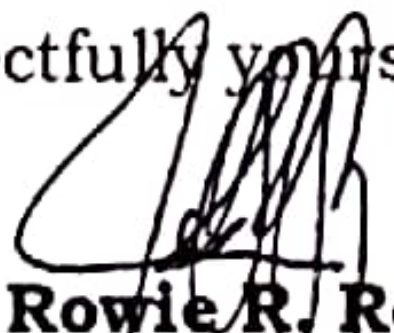
Good day and my greetings of peace. Through the posting of the Civil Service Commission Regional Office VIII on their official website, I have known that your department is in need of a new staff. I would like to apply to be an Administrative Aide III (Clerk I), with Plantilla No. ADA3-191-2004. I believe that I meet the qualifications for the position and will be honored to be able to work in your good office.

I don't have any past work experiences. I do have some informal exposures to some clerical and administrative works due to personal connections, as well as a basic training on the operations of the different Microsoft offices. I believe that my honesty, being attentive to details, and being time-conscious are qualities that are worth your office's attention. The following people can be of help to attest my credibility and integrity:

1. Mr. Edmar L. Martinez
Sales Trainer
Home Credit Consumer Finance Philippines Inc.
Poblacion Zone I Javier, Leyte
0946-527-7200
2. Shahani F. Baer
Civil Defense Officer/Supply Accountable Officer/Records Custodian
Office of Civil Defense Region VIII
Brgy. Malitbogay Javier, Leyte
0927-785-6317
3. Mr. Dean Efram T. Longcop
Teacher - 2
Galutan National High School
Brgy. Galutan Catarman, Northern Samar
0912-873-3616

I am willing to take tests and to submit myself for an interview at your earliest possible convenient time. I am hoping for a positive response on my application and am looking forward to working with you. Thank you.

Respectfully yours,


John Rowie R. Roque
Applicant