

JENNIFER G. TINAJA

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HONEY SOFIA V. COLIS
OIC-Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing this letter to express my interest in applying for Administrative Assistant II position available at Admission Office, Visayas State University. I wanted to take this opportunity to achieve higher position in order to grow in my career, knowledge and personality.

To shortly introduce myself, I finished my BS in Agribusiness course at Visays State University on May 2014 and at the same school I earned 40 units in Masters in Management on 2018. After I graduated in college, I took and passed in clerical examination and worked at PhilRootcrops, Visayas State University as Administrative Aide on July 2014. As a clerk, I learned to process disbursement voucher of different funds such as replenishment, cash advance, pre-travel and other related disbursement activities. I also was appointed as facilitator of Teaching Performance Evaluation by Student (TPES) and currently appointed as ISO-dDRC. In my five years being a Job Order, I got promoted to casual position and transferred to Cash Office effective on January 1,2021. I was assigned in students' account services of which its major responsibility is to assess students' school fees and and prepare summary of quarterly reports of Assessment and Payments per semester. On 2022, I was deployed to Accounting Office with the same duties, hence, I learn the duties of Receiving and Releasing of documents and of Pre-audit activities in the office. At present, I am appointed as dDRC of the Office.

Being a public servant for almost 10 years, I learned the importance the value of commitment and competence in forming professional behavior. With this core values will help me to deliver excellency in administrative Services, demonstrating high standard of professionalism and promoting good relationship with co-workers and clients.

I acknowledge that I don't have experience working in Admission office, hence, my experience in Accounting office, particularly on Student's related service, will be my confidence in complying the functions of the position.

Looking forward hearing from you soon.



JENNIFER G. TINAJA
Applicant