

22 October 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Director Colis:

Greetings!

Hope you are doing well.

I heard that the DSWD- Regional Program Management Office is looking for an **Administrative Aide III (Clerk I)**. I would like to express my interest to apply for the said position.

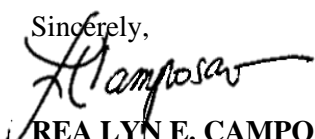
I am **Rea Lyn E. Camposano**, a graduate of Bachelor of Arts in Social Science major in Economics at the University of the Philippines Visayas Tacloban College. Currently, I am a continuing student in Master of Science in Agricultural Economics at UP Los Baños. Within 5 years, I have gained professional experience in cultural immersion in terms of teaching, research, community work, and administrative role. I've worked as a science research specialist in a project in Los Baños, where I performed a variety of responsibilities like conducting of data collection, encoding, and analysis for a research project. Moreover, I performed administrative roles such as managing and processing the salary of project staff, processing of contracts, managing and organizing project documents for the said previous work. Also, I've worked as an administrative staff in Los Baños where I performed tasks like coordinating and organizing weekly meetings, sorting and compiling important documents, and providing technical assistance assigned by the project leader.

With my experience, I am confident that I can manage the task that will be assigned to me, especially the ones that can help the office achieve efficiency and excellence, as it is the core mission and vision. Furthermore, I am a good team player, fast learner, flexible and willing to learn and train for any type of work.

Attached herewith is the copy of my updated Personal Data Sheet (PDS) with work experience for your reference. Should you have further questions about this application, you can reach me either by email via recamposano@up.edu.ph or by phone via +639359064951. I am very much eager to meet you and consider the possibility of my being of service at your organization.

Thank you and more power to you and your good office!

Sincerely,



REA LYN E. CAMPOSANO
Applicant