

December 7, 2023

HONEY SOFIA V. COLLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

Good day! I am Nenia Fe Pening willing to apply as Administrative Aide VI (Clerk III), Plantilla Item no. ADA 6-III-2023, salary grade 6, in VSU Main (Office of Vice President).

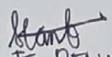
I am a graduate of Bachelor of Science in Agribusiness at Visayas State University - Irabel. Respectively, I am willing to impart my knowledge, skills and experiences that I obtained from my previous job at Community Economic Ventures Inc.

My previous job is a Branch Administrative Assistant at Community Economic Ventures Inc. - Ormoc. I am responsible in carrying, loan processing and performed administrative functions like payment of bills, procurement of office supplies and getting bank statements and checkbook. During my practicum and special problem study, record management, commitment and problem-solving skills had developed in me. As an Accounting assistant, during my on-the-job training, I developed time management, flexibility and accountability.

I assure you that I will be your asset. I can be your way for the institution's success. For more information, kindly review my other documents attached to this application. I can be reached at my gmail account peningneniafepepedia13@gmail.com or contact 09675879282.

Thank you! Looking forward for a response about this application.

Sincerely,


NENIA FE PENING
Applicant