

October 18, 2022

Visayas State University – Main Campus

Office of the Director

Human Resource Management

Institute of Human Kinetics

Visca, Baybay City, Leyte

Mam/Sir:

I am writing to express my strong interest to apply for a position of Administrative Aide III (Clerk I). I am Michelle Ann A. Ebales, a Bachelor of Secondary Education major in Mathematics graduate at Visayas State University – Main Campus.

I am skilled at communicating effectively with diverse people across various platforms. In my position as a Senior High School and College Teacher at STI College of Ormoc.

I also worked as Monitoring, Evaluation, Accountability and Learning (MEAL) Position in Non-Governmental Organization (NGO) in ECLIPSE – OXFAM Project at Southern Leyte, Philippines, an Emergency Response to Super Typhoon Rai (Odette) Survivors.

I am also a calamity response volunteer to Exodus from Child Labor to Integration, Play, Socialization, Education (ECLIPSE).

I was a former Teacher Volunteer at Department of Education Division of Ormoc entitled “Project AYUDA sa eSKwela of DepEd Ormoc City Division and Sangguniang Kabataan Federation of Ormoc”. I received recognition from the department for my friendly demeanor, patience and ability to communicate professionally. I understand how the system works and I can do duties and responsibilities professionally.

Attached here are my contact numbers (0910-519-4887 / 0936-648-6862) for your ready-reference.

Respectfully Yours



MICHELLE ANN A. EBALES