

July 8, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ma'am,

I am Janssen O. Ocaña, 26 years old and residing in St. Mary's Ville, San Isidro District, Tagbilaran City. I graduated Cum Laude with a Bachelor of Arts in Political Science from Holy Name University, Tagbilaran City on March 25, 2018, and completed my Juris Doctor degree on May 23, 2023. I am eager to apply for the position of Legal Assistant III (Item No. LEA3-11-2023, to be assigned in Visayas State University-Legal Office) in your esteemed institution.

I have nearly four years of experience at the Department of Labor and Employment Region VII, where I developed valuable skills within the government sector. This experience has equipped me with the ability to foster strong interdepartmental relationships and collaborate effectively across teams. In my role as Program Focal for the Labor and Employment Education Service at the Bohol Field Office, I successfully managed critical tasks and responsibilities.

I am particularly drawn to this position as it aligns with my technical expertise and educational background. Attached are my Transcript of Records, Personal Data Sheet, Certificate of Eligibility, and other relevant certificates.

I am available for an interview at your earliest convenience. Please reach me at 09511325519 or via email at ocanajanssenwbc@gmail.com.

I am enthusiastic about the opportunity to contribute my skills and knowledge to your organization. Your favorable consideration of my application would be greatly appreciated.

Thank you for your time and consideration.

Very sincerely yours,



JANSSEN O. OCAÑA, JD
Applicant