

March 26, 2024

Dear Sir/ Ma'am,

I hereby write this letter to show my interest on the vacant position offered for clerical positions. For almost five years , I worked as document controller in a private company that deals with proper documentation and standardization in compliance to ISO. In addition, I am currently working as clerk in Visayas State University specifically in VSU Integrated High School. Working in a fast pace working environemnt, I used to work under pressure. If given the chance, the experiences I have will surely help on what the position required to do.

On the other hand, I am always willing to learn and explore new things for my career growth. This kind of opportunity offered is a great option to have. Hopefully my application will be considered.

Thank you and God bless always.

Respectfully yours,

Cherry Grace Saboroso

TOTAL NUMERICAL RATING			
accomplishment towards attainment of office responsibilities and to improve the performance of the organization	4.85	20%	4.4
numerical rating per PCSB	4.41	10%	3.09
(1) Particulars	Rating (2) Numerical	(3) Percentage Weight	(4) Numerical Rating Equivalent

Name of Administrative Staff

Date

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF



VSU INTEGRATED HIGH SCHOOL