

February 17, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
Visayas State University
Baybay, City, Leyte

Madam:

Please let me have the honor to apply for the position of Administrative Aide IV (Clerk II) in your respective university.

I am Tanya Blanche Pena Japus, 28 years of age, single, mentally sound, physically fit, and of good moral character. I resided at 893 A. Bonifacio Cor. A. Mabini Streets, Brgy. Kalangaman, Bato, Leyte. I am a graduate of Bachelor of Secondary Education Major in Biological Science at Eastern Visayas State University — Ormoc City Campus on April 6, 2016.

I passed the Civil Service Eligibility Sub-professional and Professional Examinations, with a rating of 81.70%, and also passed the Licensure Examination for Teachers (LET) in September 2016, with a rating of 81.60%. With the work experience that I have gained for working in ACLC College of Ormoc for two years, I am confident that I could perform the tasks that will be assigned to me.

Attached herewith are my personal Data Sheet (CS Form NO. 212), CSC Certificate of Eligibility, PRC I.D., and Transcript of Records.

Madam, I am willing to appear at your office whenever at your convenient time I am called for an interview. I could be reached through my cellular phone no. +639639622152.

Thank you. God bless.

Very truly yours,


Tanya Blanche P. Japus
Applicant