

February 16, 2021

**OFFICE OF THE DIRECTOR
HUMAN RESOURCE MANAGEMENT
VISAYAS STATE UNIVERSITY
BAYBAY CITY, LEYTE**

Dear Ma'am/ Sir,

With reference to the advertisement on your website, I wish to apply for the position of **Administrative Officer 1**. From my previous employment, especially during my work in Local Government, I have been handling a very important program of DILG and equally useful program to the Local Government Unit' which is the Community Based Program. I was trained to perform administrative and clerical task, processes and activities, which makes me feel reasonably confident that I could be the suitable applicant you are looking for. In addition, having 9 years experienced bookkeeper from my present employer, I am also trained to perform multi- tasking jobs related to the said position. If accepted, I will commit myself to this institution to help attain and realize its goal.

I have attached my Personal Data Sheet and pertinent documents for your perusal. I would be thrilled to be part of your team, and I look forward to speaking with you soon.

Sincerely,



MICHELL C. GENODIA
Applicant

MICHELL C. GENODIA**Brgy. Punong, Matalom, Leyte (Home Address)****Brgy. Bangcas A, Hinunangan, Southern Leyte****Mobile no: +639513681620/ +639176331307****Email Address: michelldc@yahoo.com**

OBJECTIVE:

To obtain a position in a stable work environment and to successfully contribute and apply the academic theories.

PERSONAL INFORMATION:

AGE:	39
DATE OF BIRTH:	July 23, 1982
PLACE OF BIRTH:	Hinunangan, Southern Leyte
GENDER:	Female
HEIGHT:	5`
WEIGHT:	64 kg
MARITAL STATUS:	Married
NATIONALITY:	Filipino

EDUCATION:

Elementary: HINUNANGAN WEST CENTRAL SCHOOL (HWCS)
Hinunangan, Southern Leyte
June 1989 to March 1995

Secondary: HOLY ROSARY ACADEMY (HRA)
Hinunangan, Southern Leyte
June 1995 to March 1999

**College: UNIVERSITY OF THE PHILIPPINES IN THE
VISAYAS TACLOBAN COLLEGE (UPVTC)**
Bachelor of Business Administration Major in
Management (BBA- Mgt.)
June 1999 to April 2003

WORK EXPERIENCE:

Sts. Peter & Paul

Multi- Purpose Cooperative (SPPMPC)

Bookkeeper

October 2012- Present

LGU Hinunangan

Administrative Aide

October 2007- October 2011

NSO

Enumerator

Census 2007

The Landmark

Cashier

2005-2006

Adan's Hardware

Storekeeper

2004- 2005

REFERENCES:

JESSIE PAUL R, CABASISI

HRMO

SPPMPC

Hinunangan, Southern Leyte 09183740568

EDGAR B. BRIONES

Manager

First Consolidated Bank- Bato Leyte Branch

09956512758

Ronelo Gudmalin Jamin

DTI Naval Biliran

09177948617

I certify that the information I have provided is true and accurate to the best of my knowledge.


MICHELL C. GENODIA
Applicant's Name and Signature

2/16/2021
DATE