

May 3, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Maam,

Good day!

I am Rene D. Arpon 56 years old, married with six children, and a resident of Brgy. San Francisco, Villaba, Leyte. I am writing this application letter to convey my interest in applying for a position as **Administrative Aide III (Clerk I)** in your jurisdiction at VSU main campus, Baybay City, Leyte. I am a fresh graduate of a degree in Bachelor of Elementary Education major in General Education last July 24, 2023, at Visayas State University (VSU), Villaba Campus, Villaba, Leyte. I was a college honoree, endeavor awardee, and a consistent academic grantee during my stay in college.

I am a Civil Service **Eligible – First Level** when I have completed my term as brgy. treasurer of our barangay from 1997 to 2002 when I filed CSC eligibility on September 30, 2009, and was granted on October 12, 2009, with reference no. **112419**.

I am seeking an opportunity to implement my knowledge and skills being an office worker and make a contribution to your institution with my educational attainment and work experience background. I am confident of my ability to serve as your worker despite my old age and I believe I am capable to correspond for a task assigned relying upon my long experience in the barangay office as well as my educational capacity. Rest assured, I will work hard to hone my skills and provide a better service if you would consider my application favorable at your discretion to hire. With my knowledge and work experience, I am confident that I can sufficiently meet the standard service delivery required by this institution.

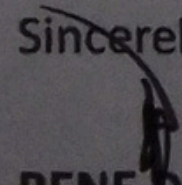
Attached herewith are my PDS and relevant documents for your perusal evaluation. I hope you find my educational background and work experience worthwhile as a possible candidate to be an administrative aide III (clerk I) office worker in your institution.

Please consider my application as a sincere intent of interest. I would enjoy the opportunity to meet you to discuss how my skills and work experience will enable me to make a valuable contribution to your institution.

Please get in touch with me for further clarification regarding my application through my cellphone numbers: TM 09659441630; Smart 09983433289 or my email address: renearpon316@gmail.com; FB: Rene Arpon

Thank you very much!

Sincerely yours,


RENE D. ARPON

Applicant

Date: 5/3/2024