

Barangay Bayog, Ormoc City
Cellphone number: 0948-246-6096 & 0993-630-8164
rosedonor2021@gmail.com

December 23, 2022

SUZETTE B. LINA
Head
Department of Soil Science
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Lina :

I am writing to express my strong interest to apply for the position of Administrative Aide IV (Clerk II) with Plantilla Item No. of ADA4-132-2004 posted in the Civil Service Commission Regional Office Region 8. I believe that being a graduate of Bachelor of Science in Agribusiness in Visayas State College of Agriculture (ViSCA) & having successfully completed the training in Computer System Servicing NC II program would make me a good fit for this position.

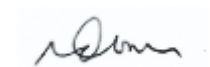
In my more than 10 years of work experience as an Administrative Officer in a private company, I have developed and improved my qualities and skills such as communication and writing skills, documentation, filing skills & disbursing. I have also attended different trainings when I was a Barangay Secretary & Treasurer like Capability Building Seminar for Barangay Secretaries, Barangay Finance Administration Seminar for Barangay Treasurer, 3-Day Computer Training on Basic Office Applications for Barangay Officials & Training of Trainers on Barangay Management Information System (BMIS). If accepted I also willing to be trained to further improve and acquire develop new skills.

In my view, with much strong desire to work, adequate knowledge, trainings and experiences, I have much to offer in the office that I will assigned. You can refer to the enclosed personal data sheet.

Should you have inquiries, please feel free to contact me at 0948-246-6096 / 0993-630-8164 or **rosedonor2021@gmail.com**. I would welcome an interview at your most suitable time.

Thank you so much for your consideration.

Sincerely,



ROSARIO I. DONOR
Applicant