

June 11, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Director Colis,

I am writing to apply for the position of Administrative Office II (Item No. ADOF2-28-2004) as posted on the CSC RO8 website.

Currently, I am working at NFA Leyte Branch Office as Clerk III/IO Designate. In my three years with NFA, I handled the processing of (1) the Daily Time Records (DTRs), (2) overtime pay, and (3) the Perpetual Leave Cards (PLCs) of the employees. As a member of the BAC Secretariat back in 2020, I became proficient in the handling/safekeeping of BAC documents, providing administrative support to the BAC, and consolidating PPMPs.

I know that my experiences, not only during my time with NFA but throughout my employment years, prepared me for this position.

I have attached the following documents for your further evaluation:

- 1.) Fully accomplished Personal Data Sheet;
- 2.) Performance Rating in the last rating period;
- 3.) A copy of the Certificate of Eligibility, certificates of training attended; and
- 4.) A copy of my Transcript of Records.

Should you need to contact me, you can reach me through 09164475392 or my email address bellesebrano@gmail.com.

Sincerely,


SHEILABELLE F. SEMBRANO
Applicant