

**MARY JANE B. TALABOC**

Sitio Calingatnan, Brgy. San Pedro, Albuera, Leyte

0975-994-5236, [mjtalaboc@vsu.edu.ph](mailto:mjtalaboc@vsu.edu.ph)

November 21, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Dear Ms. Colis,

I respectfully submit my application for the position of Administrative Aide. My experience as a Research Assistant and my current work as a Clerk have provided me with strong skills in administrative support, records management, and the use of ICT tools—competencies essential for this position.

As a Clerk, I regularly handle document preparation, filing, and other office tasks that ensure smooth and organized operations. These duties strengthened my ability to manage records, assist in office coordination, and maintain accurate and orderly documentation.

My previous role as a Research Assistant allowed me to develop skills in data gathering, report preparation, and basic monitoring of project activities. I also gained experience in facilitating meetings and communicating with stakeholders, enhancing my ability to support various office functions.

Both positions taught me the importance of efficiency, attention to detail, confidentiality, and proper workplace practices—including waste management and compliance with organizational policies.

I am confident that my work experience, dedication, and willingness to learn make me a strong candidate for the Administrative Aide position. I would welcome the opportunity to be part of your office and contribute to its goals.

Thank you for considering my application.

Sincerely,

  
Mary Jane B. Talaboc

# MARY JANE B. TALABOC

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- Sitio Calingatnan, Brgy. San Pedro, Albueria, Leyte
  - 0975-994-5236
  - [emjaytalaboc1321@gmail.com](mailto:emjaytalaboc1321@gmail.com)
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## PROFESSIONAL OBJECTIVE:

**Immediate Objective:** To become one of your staff in your humble establishment.

## QUALIFICATIONS:

- Able to established good relationship between colleagues.
- Always aiming what's the best for the company.
- Can work under pressure.
- Able to organize and prioritize what is highly needed.
- Computer literate
- Great communication skills

## EDUCATION:

- Calingatnan Elementary School  
Calingatnan Albueria, Leyte  
2008-2014 (Class Valedictorian)
- Dr. Geronimo B. Zaldivar Memorial School of Fisheries  
Poblacion, Albueria, Leyte  
2014-2018 (With Honor)
- Dr. Geronimo B. Zaldivar Memorial School of Fisheries  
Poblacion, Albueria, Leyte  
2018-2020 (With High Honor)
- Eastern Visayas State University Ormoc City Campus
  - ✓ Bachelor of Technical Vocational Teacher Education Major in Food Service and Management
  - 2020-2024 (Academic Achiever)

## EXPERIENCES:

- ✓ Work Immersion: Shakey's Pizza Parlor for 1 month
- ✓ SPES (DOLE) Part-timer (Enumerator)- contractual
- ✓ On the Job Training: Baybayon ni Agalon for 300h
- ✓ Pre-Service Teacher at Ipil NHS

- ✓ Project-based Research Assistant at Southern Leyte State University, Sogod, Southern Leyte. (Contractual)
- ✓ CLERK ( Visayas State University HRMD- PLBO)

#### **TRAININGS/WORKSHOP/SEMINARS ATTENDED**

- ✓ Workshop on Patent Drafting and Intellectual Property Application for Research-based Engineering Technologies: Pathways to Incubation and Commercialization
- ✓ Polishing Research and Non-Methods Papers for publication
- ✓ Intensive Workshop for Journal Publication
- ✓ Critiquing Papers of Bibliometric and Commentary Papers
- ✓ Yung Sumakses ka!: Toolkits for Flourishing
- ✓ Composting: Transforming Trash to Treasure
- ✓ Orientation and Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices Under Administrative Services (AS)
- ✓ Fostering Psychological Safety in the Workplace
- ✓ Orientation on the Basics of Government Procurement with the New Government Procurement Act Updates

#### **LANGUAGES:**

- Cebuano – mother tongue
- Tagalog
- English
- **PERSONAL BACKGROUND:**

Date of Birth: December 20, 2001

Place of Birth: Sitio Calingatnan, Brgy. San Pedro, Albueria, Leyte

Height: 4'11"

Weight: 48kg.

Religion: Roman Catholic

Civil Status: Single

Citizenship: Filipino

Person(s) to notify in case of emergency: Eden B. Talaboc

Contact No.: 0965-944-5582

#### **REFERENCES:**

Mayleen S. Barillano

Ipil NHS Cooperating Teacher

Maybel C. Ricote

EVSU Ormoc Work Immersion Instructor

Francis Ann R. Sy

RIES Vice President

Southern Leyte State University  
Sogod, Southern Leyte

*\*Contact numbers are available upon request*

APPLICANT

A handwritten signature in black ink, appearing to read 'Talaboc', with a large, stylized loop or flourish extending from the end of the signature.

MARY JANE B. TALABOC