

APPLICATION LETTER

Baybay City Leyte 6521
April 8, 2023

Code: **EWKINB**
Position: **Administrative Aide III**
Appointment: **Permanent**
Office: **ODHRM**

Dear,
HONEY SOFIA V. COLIS
Director
Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

With Regards,

Herewith I send an application, personal data sheet, diploma, certificate of rating, curriculum vitae, and photocopy of Transcript of Records in response to your advertisement in VSU Job Portal.

Last March 26, I took an examination on Career Civil Service Examination – Sub Professional Level at New Ormoc City National High School at the moment I’m waiting for the results to be posted. Yet, I do have also an eligibility of Licensed Professional Teacher.

I have had experienced for four months as DEPARTMENT OF EDUCATION SUPERVISOR OFFICIAL (DESO) Technical Support Staff at Commission on Elections year 2019 at Baybay City Leyte. In that position I’m responsible for providing technical assistance and answers to voters questions, assisting voters by troubleshooting problems with machines and ballot.

I realize that my application that I submit cannot explain my qualifications in depth. My certificates of trainings and seminars are burned mistaken for trash. Therefore, I really hope there is a chance interview, which I can explain how the potential in me I will give a tremendous asset for Administrative Aide Clerk at your Office.

Sincerely,



Eve Serato