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MARIZA S. MAGAN EdD, CESO V

Schools Division Superintendent

Department of Education, Leyte Division Government Center, Candahug, Palo, Leyte 650

DEPARTMENT OF EDUCATION

leytero8@deped.gov.ph

Dear Ms. Magan,

I am writing to express my interest in the Administrative Officer II (Administrative Officer 1) position, salary grade 11, at the Department of Education Regional Office VIII. I graduated in May 2025 with a Bachelor of Science in Business Administration, major in Marketing Management, from Saint Paul School of Professional Studies. My academic course work and certifications have equipped me with the competencies you require, and I am confident in my ability to contribute effectively to your office.

Through my education and training, I developed practical experience in handling records and documentation, ensuring that files are accurate, organized, and confidential. I am proficient in computer applications such as MS Word, Excel, and PowerPoint, which I use effectively in drafting reports, encoding data, and maintaining organized files. In addition, I have cultivated strong communication and client service skills that allow me to assist stakeholders effectively while upholding professionalism and courtesy.

Thank you for considering my application. I welcome the opportunity to discuss how my background can contribute to the office's mission and goals.

Respectfully,

Mason Gylle C. Alvero