

March 10, 2023

HONEY SOFIA V. COLIS

Director

Office of the Head of Recruitment Selection Placement and Personnel Records

Visayas State University

Visca, Baybay City, Leyte

Thru: **MARLON M. TAMBIS**

Assistant Director, PhilRootcrops

Dear Ma'am Colis:

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide III (Permanent Position). Please consider me an applicant to the position. I am a graduate of Bachelor of Science in Agribusiness at this university.

I was a clerk at the Department of Agricultural Education and Extension for 4 years and now hired as an Administrative Aide III (casual position) at Philrootcrops. These opportunities give me confidence in terms of clerical and office/administrative works. I passed the Civil Service Examination (Professional) and also clerical examination in the university.

Please consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, CV, TOR, diploma, training certificates and eligibility certificate.

Looking forward for your positive response.

Thank you very much!

Very truly yours,



JANET ODICTA PASA

Admin. Aide III, Philrootcrops

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