

February 5, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Ma'am/Sir

Greetings!

I am NENIA FE P. PENING a graduate of Bachelor of Science in Agribusiness at Visayas State University-Isabel, Marvel, Isabel, Leyte. I'm interested and willing to apply as Administrative Aide III (Clerk I) under permanent status in your reputable institution. Additionally, I am willing to impart my knowledge, skills and experiences that I obtained from my current and previous job.

Currently, I am working as Administrative Aide III under a job order status at the accounting office, VSU-Main Campus. My task includes the preparation for salary deductions of casual and contractual staff, posting payroll and other administrative tasks. My previous job was a Branch Administrative Assistant at Community Economic Ventures Inc.- Ormoc. I am responsible for accommodating clients, monitoring petty cash and performing other administrative tasks inside the branch. I believe that the experiences I obtained from my job will be helpful for me to perform my applied job position effectively.


I can assure you that I will be an asset. I can be your way for the institution's growth and success. For additional details, I can be reached my mobile number 09675579282 or at my account peningneniafedra13@gmail.com in your preferable time.

I am looking forward to work with your company.

Kindly give me a chance to know your response about it.

Thank you!

Sincerely yours,


NENIA FE P. PENING
Applicant