

10 January 2025

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear **Ma'am Colis**:

Greetings!

I, Dina S. Barola, a licensed professional teacher, would like to apply as Administrative Aide VI (Clerk III) in your esteemed office. With all due respect and humble submission, I would like to offer my vast expertise and skill set to advance my professional career in a new setting and find employment in the government industry.

I completed my bachelor's degree in Business Administration with a major in Human Resource Development Management at Saint Joseph College of Maasin and my bachelor's degree in secondary education with an 18-unit Professional Education major in Social Studies, and passed the Licensure Examination for Teachers. I gained skills while working as an office clerk for a construction company for over 7 years before becoming an HR Assistant. I am responsible for disbursing and managing cash expenses for project site allowances, including daily liquidations. Ensures that all transactions are recorded and posted on the systems at the end of the day. Process payments, and ensure accuracy and completeness of payments to suppliers, goods, or services. Practical expertise in accepting cash and checks for the ff. transactions including bank deposits, transfers, and withdrawals, supervision experience with workers, and other administrative tasks/duties. It greatly assists me in improving and enhancing my ability and skills in carrying out my regular work duties, as well as dealing with other people and their concerns.

My work experience in the construction sector has shaped me and provided me with knowledge on how to be more efficient at work; if allowed to work with you soon, I am eager to share what I have learned, which I began while still in the learning process.

I hope you will consider my previous experience, as I am eager to start a career in government and willing to complete whatever training and learning is required to ensure that I do this work efficiently. As completing the work with great effort, primarily in accommodating and interacting with respective citizens.

Sincerely,



DINA S. BAROLA

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