

MC LAURENCE S. COMPENDIO

mclaurence_c@yahoo.com/09564791850

HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University (VSU)
Baybay City, Leyte

Good day Ma'am,

I am writing this letter to apply for the Legal Assistant III position in your office specifically in VSU Main – Legal Office . I am 30 yrs old and a graduate of Bachelor of Science in Computer Science from Visayas State University, Visca, Baybay City, Leyte 6521, Philippines.

I have worked as a *Science Research Specialist II* at Visayas State University (VSU), Visca, Baybay City, Leyte 6521 Philippines under the DOST Phil-LiDAR 2 Program which is the **“Nationwide Detailed Resource Assessment Using LiDAR”** spearheaded by Dr. Pastor P. Garcia. The project involved processing of LiDAR datasets, image classification, research, fieldworks, field interviews, assessment and creation of maps of different resources such as Agriculture, Coastal, Forest, Irrigation Networks and Renewable Energy within Region VIII, Philippines.

I have also worked as a Data Analyst at **Author Solutions Philippines Inc.**, Lahug Cebu City 6000, Philippines on a night shift schedule. The job includes data extraction and making reports on a regular basis that are relevant to the entire sales department of the company.

I have also worked as an Administrative Aide III (Job Order) at the **Department of Public Works and Highways, Leyte Fifth District Engineering Office**, Brgy. Hipusngo, Baybay City, Leyte 6521, Philippines. The job includes preparation and processing of documents necessary for the liquidation of supplies, materials and equipments used by the department.

I have also worked at the **Philippine Statistics Authority – Leyte Provincial Office** in a project based or contractual job. Basically the job is map data processing/GIS for the updating of PSA's digitized maps in preparation for 2020 CPH - Map Integration.

I have also worked in the **Visayas State University (VSU) – Human Resource and Management Information System (HRMIS) Project** as a Computer Operator II. The job was about the consolidation of various data for the HRMIS project and assist programmers in gathering the said data or information for the system.

I am currently working at the **Public Attorney's Office (PAO), Baybay City District Office** as an Administrative Aide III. My current job includes the making of various legal documents with respect to the office and our clients. Monitoring of cases and clients handled by the office is also my task in relevance to the making of monthly office accomplishment reports. On a daily basis we assist clients in their legal needs and forward them to a lawyer if further legal action is necessary.

I am currently studying **Bachelor of Laws** at the Dr. V. Orestes Romualdez Educational Foundation and I will be an incoming second year student this SY 2024-2025.

I have experienced working overtime and can work with minimal supervision. I'm eager to learn new skills and can cope up with anything new in relation to a task at hand.

I can be reached anytime through my mobile number or email. Thank you for considering my application and looking forward to hearing from you soon.

Sincerely,


MC LAURENCE S. COMPENDIO