

April 19, 2023

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Subject: **APPLICATION FOR ADMINISTRATIVE AIDE III (CLERK I)**

Dear Madam Colis,

Good day!

I would like to apply for the job as an Administrative Aide III (Clerk I). I am Mary Anne Abedejos, single and a resident of Hindang, Leyte and currently staying at Sampaguita Dormitory as an Assistant Adviser. I graduated with a Bachelor of Science in Agricultural Business degree from Visayas State University and a Professional Civil Service Examination (first level) passer.

I currently work at Visayas State University as a Designated Document Records Controller of a Quality Management Representative. I am responsible for preparing documents under ISO 9001: 2015 standard with the guidance of the Quality Management Representative. Performed proofreading correspondence, distributed and filled forms, and maintained office-tracking systems for correspondence. I also worked as an administrative assistant for Philippine Statistics Authority-Philsys, which entertained public queries and problems regarding the registration process of Philippines ID and maintained all files such as memoranda, correspondence, and reports. During the 2020 population and housing census, I also worked as a Team Supervisor, supervising the enumerators and checking their outputs.

I am physically healthy and fit, suitable for this job, and fulfill all the requirements from your office for Administrative Aide III (Clerk I). My goal is to be a compassionate, trustworthy, enthusiastic, and intelligent individual who will positively contribute to the department. I am willing to be assigned to any field office or area of assignment. I would welcome an interview and hope to hear from you at your earliest convenience; you can also contact me at 0910-043-6618 and email me at [abedejos.maryanne@gmail.com](mailto:abedejos.maryanne@gmail.com).

Yours faithfully,



**MARY ANNE C. ABEDEJOS**