

JENNIFER G. TINAJA

Brgy. Pangasugan, Baybay City, Leyte, 09107617575,
jennifer.tinaja@vsu.edu.ph

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HONEY SOFIA V. COLIS
OIC-Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am:


Good day!

I am writing this letter to express my interest in applying for Administrative Assistant II position available at Budget Office. Since I am currently work at Accounting Office in Visayas State University, I got the courage to apply from Administrative Aide III to a higher position in order to grow in my career, knowledge and personality.

To shortly introduce myself, I finished my BS in Agribusiness course on May 2014 and earned 40 units in Masters in Management on 2018. After I graduated in college, I worked at PhilRootcrops, Visayas State University as Administrative Aide. As a clerk, I learned to process disbursement voucher of different funds such as replenishment, cash advance, pre-travel and other related disbursement activities. I also was appointed as facilitator of Teaching Performance Evaluation by Student (TPES) and currently appointed as ISO-dDRC. In my five years being a Job Order, I got promoted to casual position and transferred to Cash Office effective on January 1,2021. I assigned in students' account services of which its major responsibility is to assess students' school fees and and prepare summary of quarterly reports of Assessment and Payments per semester. On 2022, I was deployed to Accounting Office with the same duties, hence, I learn the duties of Receiving and Releasing of documents and of Pre-audit activities in the office. At present, I am appointed as dDRC of the Office. By these experiences, it help me to gain knowledge in accounting system which is also needed/applicable in clerical works.

Being a worker for almost 10 years in Visayas State University is a wonderful opportunity for me to develop my character as a public servant. And I have this strong faith that God holds my tomorrow and that He foreordained whatever come to pass.

Looking forward hearing from you soon.



JENNIFER G. TINAJA
Applicant