

Dr. PROSE IVY G. YEPES
President
Visayas State University

Dear Mam/Sir,

I am interested in applying for the position of Administrative Aide VI which you posted in the VSU Portal.

I am writing to express my interest in this position. I am a graduate of Bachelor of Science in Criminology and a Registered Criminologist as of February 1, 2018. I am also attending the Criminal Investigation and Detection Training Course in November 2020. I've also been a Sangguniang Kabataan Chairperson for 5 years and 5 months.

I have worked at Port Ormoc as a Baggage Security Screening Machine Operator and found these Administrative Aide IV position to be exceptionally challenging, which is something I thrive on.

I am a hard worker who keeps very calm under pressure. I feel that I am able to provide the support that people need and guide them to turning their lives around. I am very confident and enthusiastic about my work.

I am happy to answer any questions that you may have and can attend the interview on short notice.

Thank you and God Bless!

Sincerely,


SHEILA MARIE GONZAGA
Applicant

MA.BEVERLYN D. AMPO
Regional Officer-in-charge
Parole and Probation
Administration, R8
Bulwagan ng Katarungan
Tacloban City
ppadojregionalofficerviii@gmail.com

Dear Maam/Sir,

I am interested in applying for the position of Administrative Aide IV, under the Plantilla Item No. WPUB-LEA2-11-2024, Place of Assignment Western Philippines University, which you posted last September 21, 2024.

I am writing to express my interest in this position. I am a graduate of the Bachelor of Science in Criminology and a Registered Criminologist as of February 1, 2018. I am also attending the Criminal Investigation and Detection Training Course in November 2020. I've also been a Sangguniang Kabataan Chairperson for 5 years and 5 months.

I have worked at Port Ormoc as a Baggage Security Screening Machine Operator and found these probation officer positions to be exceptionally challenging, which is something I thrive on.

I am a hard worker who keeps very calm under pressure. I feel that I am able to provide the support that people need and guide them to turning their lives around. I am very confident and enthusiastic about my work.

I am happy to answer any questions that you may have and can attend the interview on short notice.

Thank you and God Bless!

Sincerely,

SHEILA MARIE GONZAGA