

January 14, 2023

MS. ALICIA M. FLORES

Head

Supply & Property Management Office

Visayas State University

Visca, Baybay City, Leyte

Through: **MS. HONEY SOFIA V. COLIS**

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Ms. Flores,

Good day Ma'am!

I respectfully write to signify my intention to apply for the vacant position of Administrative Officer V (Supply Officer III). I am currently working as an Administrative Assistant V/ Private Secretary I at the Sangguniang Panlungsod ng Ormoc, Office of Councilor Burt J. Pades, where I am the Chief-of-staff and I assist Councilor Pades in his meetings and prepare all necessary documents, answer calls and client queries promptly, accept and file bio-data for Job Order applicants, set appointments, file paperwork and maintain records both paper and electronics. I also communicate with different offices/ department or agencies for events/ committee meetings. I maintain good working relationship with our staff, clients and head of offices.

I graduated with two (2) bachelor's degree. Bachelor of Science in Accounting Technology from Western Leyte College of Ormoc, and Bachelor of Science in Accountancy from St. Peter's College of Ormoc. I passed the Career Service Professional Examination and National Certificate III in Bookkeeping on years 2016 and 2017, respectively.

I believe my analytical and communication skills, fast learning ability, extraordinary time management and organizational abilities, and a strong determination to meet all assigned goals and targets makes me the right candidate for the position.

I appreciate the time you have taken to review my application letter. I look forward hearing from your good office soon.

Thank you and God Bless.

Sincerely,

MARY MELKA L. GONZAGA

Applicant

January 14, 2023

MS. MARWEN A. CASTAÑEDA

Head

OFFICE OF THE UNIVERSITY REGISTRAR

Visayas State University

Visca, Baybay City, Leyte

Through: **MS. HONEY SOFIA V. COLIS**
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ms. Castañeda,

Good day Ma'am!

I respectfully write to signify my intention to apply for the vacant position of Registrar III. I am currently working as an Administrative Assistant V/ Private Secretary I at the Sangguniang Panlungsod ng Ormoc, Office of Councilor Burt J. Pades, where I am the Chief-of-staff and I assist Councilor Pades in his meetings and prepare all necessary documents, answer calls and client queries promptly, accept and file bio-data for Job Order applicants, set appointments, file paperwork and maintain records both paper and electronics. I also communicate with different offices/ department or agencies for events/ committee meetings. I maintain good working relationship with our staff, clients and head of offices.

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Thank you and God Bless.

Sincerely,


MARY MELKA L. GONZAGA
Applicant