

12 May 2021

EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City Leyte

Thru:

HONEY SOFIA V. COLIS

Director, ODHRM

Visayas State University

Visca, Baybay City Leyte

Dear Dr. Tulin;

Greetings!

Please accept my enclosed application for the position of Administrative Aide I casual position. I started working at VSU on March 5, 2021 as replacement to the late Admin Aide Mr. Teofilo Gofredo of Security Office and was appointed as dDRC of DRRM-Security Office on July 1, 2020.

I honestly don't have much background as dDRC in an academic department but I can assure that I can work well with less supervision as I have started working without formal orientation and no proper turnover. However, my previous job helped me to be organized and very keen on details so I was able to meet the standards of the University when it comes to processing and filing of documents. I already followed the new process with ISO standards in the University. I have also attended the webinar on ISO 9001:2015 Awareness/Re-awareness and was able to achieve as being one of the quiz toppers.

I took my Bachelor's Degree in Agribusiness here at Visayas State University, I was a former Branch Associate of Palawan Pawnshop and I've been there for almost three years. I encountered different kinds of personality (customers) in my previous job so I know that I have good interpersonal skills which I've been using to build good relationship with my co-workers in the Security Office and my superior.

I don't have yet the certificate of eligibility but I am planning to take the exam once this pandemic will end or when the exam is available.

I would love to have the opportunity to be on the said position. I look forward to speaking more with you about this opportunity. Feel free to contact me at any time. Attached herewith are my documents for your perusal.

Truly yours,



Jemuel A. Ocañada

Applicant/Office Clerk, OUDRRM