

February 19, 2022

**OIC DIRECTOR, ODHRM**  
VSU, Baybay City  
Leyte

Good Day Sir/Madam;

I am applying for the position to the position that of Administrative Officer I. As Shown in enclosed Resume, I have strong academic background in Office Administration and graduate in 2010.

My current work as Administrative Officer II for 4 years has given me first-hand experience in the challenges associated with the development and implementations of a successful organizational structure. In addition, I have excellent creative writing and communicational skills, as well as technicality through computer via ms, excel, ppt and etc. My experience is diverse in handling office/managerial tasks, including financial obligation, human resource and documentation.

This background, combined with my dedication and enthusiasm, has given me a unique perspective that would be particularly valuable in meeting the responsibilities of this position. I would welcome the opportunity to discuss my qualifications in more detail and look forward to hearing from you soon at my number 0929-582-6862

Thank you for your time and consideration.

Sincerely,



**DENNIS N. MONTERDE**