

December 14, 2023

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I happen to know about your hiring through my husband Engr. Vic Angelo L. Impas who is working as an employee at VSU, and I am interested in applying for the job position of Administrative Assistant II Position (Human Resource Mgt Asst) in your good office.

My name is Cel-Ann Joy Veruen-Impas, 30 years old, from Brgy. Salvacion, Basey, Samar. Currently, I reside in Brgy. Guadalupe, Baybay City, Leyte.

During my time in higher education, I initially pursued Bachelor of Science in Accountancy for two years at Eastern Visayas State University - Main Campus. However, due to personal reasons, I made a transition to the Bachelor of Science in Entrepreneurship program and successfully completed my degree in 2016. Throughout my tenure at EVSU, I had the privilege of serving as a student assistant, both at the Supply Office from 2012 to 2014, and later at the College of Engineering Dean's Office from 2015 to 2016.

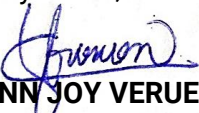
In September 2019, I proudly achieved success in the clerical examination conducted by the Visayas State University. Subsequently, in August 2022, I passed the Civil Service Professional Examination, a significant milestone in my career journey.

Allow me to share my professional experiences. Previously, I served as the Training Head at Philippine Oppo Mobile Technology Inc. from 2017 to 2018. Following that, I took on the responsibility as a Center Supervisor at International Cultural Studies and Education Corporation from 2018 to 2019.

I firmly believe that my diverse work experience and honed skills will make a meaningful contribution to your esteemed office. I am eager to take on the necessary job responsibilities associated with the position I am interested in, and I am confident that my dedication and passion will be valuable assets to your organization.

Thank you for considering my application, and I look forward to the opportunity to contribute to the success of your team. Should you require any further information, I can be reached and contacted anytime via call +639083929170 or via email at celannjoy25veruen@gmail.com.

Sincerely Yours,


CEL-ANN JOY VERUEN-IMPAS
Applicant



QUEZON CITY

SAN JUAN CITY

MANILA

CEBU CITY

ILOILO CITY

CERTIFICATE OF EMPLOYMENT

This is to certify that **Ms. Cel-Ann Joy B. Veruen** whose specimen signature appears below, is a bona fide employee at **International Cultural Studies Education Corp. (ICSEC)** – the exclusive Certified Education Provider of Kaplan Test Prep and Admissions, USA. She was employed as a **Center Supervisor** assigned in **ICSEC-KAPLAN Cebu Center** from **April 4, 2018** up to **February 9, 2019**.

This certification is being issued upon the request of **Ms. VERUEN** for whatever legal purpose it may serve her.

Issued on this 12th day of March 2019, Quezon City, Philippines.

Certified by:

RAMON ERWIN GATHALIAN
AEVP - Operations

SPECIMEN SIGNATURE:

CEL-ANN JOY B. VERUEN

Not Valid Without Company Seal

C E R T I F I C A T I O N

This is to certify that **Ms. Cel-Ann Joy Veruen** has been employed with **Philippine OPPO Mobile Technology Inc. (OPPO)** from July 11, 2017 to March 30, 2018 holding the position of **Training Head** under **Training Department**.

Further, the above-mentioned employee has an existing agreement with the company whereby he/she is prohibited, within a period of two (2) years from the date of termination of his/her engagement or employment with OPPO, to engage in any business, directly or indirectly related to the business of OPPO or be employed in any business entity or person in competition with the business of OPPO, whether directly or indirectly, within the Philippines.

This certification is being issued upon the request of Ms Veruen for whatever legal purpose it may serve.

Issued this 11th day of April 2018 at Brgy **Marasbaras**, Tacloban City, Leyte, Philippines.

Certified by:



Dong Mao
Regional Sales Manager



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

May 11, 2016

CERTIFICATION

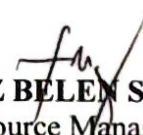
TO WHOM IT MAY CONCERN

THIS IS TO CERTIFY that per records on the file in this office, **MS. CEL-ANN JOY B. VERUEN** worked as **STUDENT ASSISTANT** at EVSU College of Engineering Deans Office during the following days:

FROM
First Semester S.Y. 2015-2016
Second Semester S.Y. 2015-2016

TO
JUL. 09, 2015 to OCT. 31, 2015
NOV. 13, 2015 to MAR. 31, 2016

This certification is being issued upon the request of Ms. Ma. Cel-Ann Joy B. Veruen for whatever lawful purpose it may serve her.


MA. PAZ BELEN S. DIAZ
OIC-Human Resource Management Officer
Concurrent, Head-Records Office

NOT VALID WITHOUT SEAL



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

May 11, 2016

CERTIFICATION

TO WHOM IT MAY CONCERN

THIS IS TO CERTIFY that per records on the file in this office, **MS. CEL-ANN JOY B. VERUEN** worked as **STUDENT ASSISTANT** at EVSU Supply Office during the following days:

FROM	TO
First Semester S.Y. 2012-2013	JUL. 02, 2012 to OCT. 31, 2012
Second Semester S.Y. 2012-2013	NOV. 06, 2012 to MAR. 31, 2013
First Semester S.Y. 2013-2014	JUN. 05, 2013 to OCT. 31, 2013
Second Semester S.Y. 2013-2014	MAR. 11, 2014 to MAR. 31, 2014

This certification is being issued upon the request of Ms. Ma. Cel-Ann Joy B. Veruen for whatever lawful purpose it may serve her.


MA. PAZ BELENS. DIAZ
OIC-Human Resource Management Officer
Concurrent, Head-Records Office

NOT VALID WITHOUT SEAL