

03 May 2021

JOSEFINA S. PEDROCHE
P.H.R.M. OFFICER
PROVINCIAL CAPITOL COMPOUND
CITY OF MALOLOS, BULACAN

Dear **Ms.** PEDROCHE

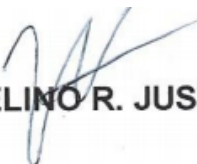
I would like to signify my interest to fill-up the vacant position of Administrative Assistant III at the DepEd SDO Bulacan-Elementary with Item No. (ADAS3-150160-2017) or any position commensurate to my qualifications.

I am a graduate of Central Luzon State University, Science City of Munoz, Nueva Ecija with the degree of Bachelor of Science in Information Technology. For the past year, I am currently holding the position of Administrative Officer III at the General Services Division at TESDA Central Office which enabled me to possess and develop the knowledge and experience that will allow me to significantly contribute to the objectives of the General Services Division. The trainings I attended related to the procurement law parallels the requirements of TESDA for the abovementioned position. Also, I have been a Web Developer in SOLUTIANAAS, a Business Process Outsourcing Company, for the period of December 2016 to June 2017. I am a very capable and hardworking employee. With my BS degree in Information Technology, I always look for an efficient way to finish all the tasks that were given to me faster and error-free.

Given the chance to work in another area of competence in your office, I can prove my self-worth for the position and be of big contribution in the attainment of its goal.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Respectfully yours,


ADELINO R. JUSTO JR.