

October 1, 2021

**MARIA LOURDES G. FERRER**

Regional Executive Director  
Department of Environment and Natural Resources  
1515 L & S Bldg., Roxas, Blvd., Ermita, Manila

Thru: The Chief Administrative Division

Dear Ma'am:

I am writing this letter to express my interest in applying for the position of Administrative Assistant III(OSEC-DENRB-ADAS3-2014) and Administrative Assistant II position (OSEC-DENRB-ADAS2-371-2014) in the Regional Office. I believe I am a strong candidate for Administrative Assistant position.

Currently, I am assigned at Surveys and Mapping Division as Administrative Aide VI. With more than with more than six (6) years of work experience in the government service, I have developed interpersonal skill, acquired knowledge in public affairs, and have polished my technical and administrative skills.

It is my endeavor to advance my career development, where I can have better opportunities to achieve the shared-goals towards ethical and professional commitment to the public service. It is also my intent to appropriately incorporate my competencies to perform my duties and give innovative contributions in my work.

Attached is the copy of my Personal Data Sheet and other documents for your ready reference. Thank you for your time and consideration.

Sincerely,



CHRISTINE PAULINE A. FERIL  
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