

March 25, 2025

HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

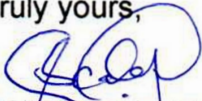
I am writing to express my intention to apply in the vacant position of Administrative Assistant 1 (Warehouse Inspector) under the Procurement Office. I had been working in the VSU for almost thirteen (13) years and in the Procurement office for more than five (5) years.

I believe that my experiences, skills and trainings I had gained during the past thirteen (13) years in the University are enough to qualify for the said position.

I am fervently hoping and praying that you will consider my application. Rest assured that I will give my best to deliver Effective Public Service more particularly in the Procurement Office.

Thank you very much and God Bless!

Very truly yours,

A handwritten signature in blue ink, appearing to read 'L. Escala Jr.', is written over the typed name.

LEOPOLDO S. ESCALA JR.
Administrative Aide VI