

February 17, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

I am writing to express my sincere interest in the Administrative Officer I (Records Officer I) position at VSU MAIN (Records and Archives Office) as posted. With a strong passion for education and a commitment to fostering a positive and engaging learning environment, I am excited about the opportunity to contribute to the academic success of your esteemed institution.

Enclosed is my resume, which provides additional details about my educational background and professional experience. I would welcome the opportunity to further discuss how my qualifications align with the needs of VSU MAIN in an interview.

Thank you for considering my application. I am enthusiastic about the prospect of contributing to the success of your students and being a part of the VSU MAIN community. I look forward to the possibility of discussing my application in more detail.

Sincerely,


Francis Marc R. Oponda

LPT/Civil Service Eligibility (Professional)