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0995-9671-859

January 18, 2023

**HONEY SOFIA V. COLIS**  
OIC DIRECTOR, ODHRM  
VSU, Baybay City Leyte

Ma'am:

Greetings!

I am writing to express my intention of applying for Librarian I in your office.

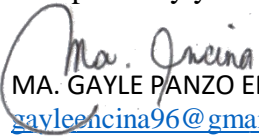
I am a graduate of Bachelor of Library and Information Science in Leyte Normal University. I am a licensed librarian with 3 years of relevant experience in library profession. I have a viable experiences dealing with different kinds of clients that enable me to be advantageous in your school. I will assure you that I will operate this with the proper mix of authority, diplomacy and tact.

I had a keen interest in books. Also, I like gathering, researching and generally, finding out as much information as I possibly can. I also possess a strong understanding of management, IT equipment and day-to-day running of a library. I believe that my abilities acquired from my formal education, combined with years of experience and trainings, suit the requirements for a School Librarian position in your school.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Respectfully yours,

  
MA. GAYLE PANZO ENCINA  
[gayleencina96@gmail.com](mailto:gayleencina96@gmail.com)  
0995-9671-859  
Applicant