

November 29, 2023

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ma'am Colis:

I have read from the Visayas State University facebook page that the position for Administrative Aide III (utility worker) is open for hiring. It is my privileged to formally signify my interest to apply for the said position.


I am Lionel Hoyla Liong, 41 years of age, married and I have finished 142 units in Associate in Computer Technology from Franciscan College of the Immaculate Conception, Baybay City, Leyte.

I have been working in this institution for more than 7 years as Job Order Employee. I am currently assign at the HRMO as a Data Entry Machine Operator at the same time I sometimes perform messengerial and sometimes do the utility work if need arises. In my previous role at Public Attorney Office (PAO), I successfully maintain my good record as a JO, showcasing my ability to do utility task. Additionally, my Over 7 years of experience has equipped me with a deep understanding of this industry.

I am hoping that you would see my potential and eagerness to work in this institution.

Thank you very much and more power.

Sincerely yours,



LIONEL HOYLA LIONG