

November 27, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Ma'am:

I am writing this application to signify my desire to work in your institution as an Administrative Aide VI (Clerk III) with Plantilla Item No.: ADA6-103-2004 with VSU Main (DFST) as the place of assignment.

I earned my Bachelor's degree in Elementary Education at MLG College of Learning in 2021. My education has enabled me to be equipped with knowledge and skills relevant to the position I am applying for. Additionally, I was a board passer of the Licensure Examination for Teachers (LET) on October 2, 2022.

Currently, I am working as an Administrative Clerk at MLG College of Learning, particularly in the SAS Department of the institution. Through this experience, I gained knowledge on records and office management. As a person, I uphold the values of smart work and perseverance in what I do. I exemplify good commitment to tasks I am assigned to which, I believe, is essential to the position I'm applying for.

I sincerely look forward for your consideration to this application. It would be a great privilege for me to be a part of your dynamic institution. Should you have queries, you can reach me at 09109429253 or via dhellbersabal@gmail.com. Thank you.

Sincerely,



BRYAN DHELL B. BERSABAL

Applicant