

October 9, 2025

HONEY SOFIA V. COLIS

DIRECTOR

HRMD

Visayas State University

Baybay City, Leyte

Subject: Application for Guidance Counselor III

Dear Ms. Colis,

I respectfully submit this Letter of Intent to express my earnest desire to apply for the position of Guidance Counselor III in the Visayas State University.

I am a Registered Guidance Counselor with years of professional experience in guidance and counseling, where I have actively supported students in their academic, personal, and socio-emotional development. Over the years, I have facilitated individual and group counseling sessions, implemented school-wide guidance programs, conducted career development activities, and collaborated with teachers, parents, and administrators to promote student well-being and success.

My professional practice has also equipped me with the ability to:

- Design and implement responsive and preventive guidance programs aligned with the established national and international standards.
- Address students' behavioral, academic, and emotional concerns through evidence-based counseling strategies.
- Organize seminars, workshops, and orientations that promote mental health awareness, positive discipline, and career readiness.
- Maintain accurate and confidential records in compliance with professional and institutional policies.
- Foster partnerships with stakeholders to ensure holistic student development.

I believe that my commitment to student growth, coupled with my decade-long experience, positions me strongly to contribute meaningfully to VSU's mission of providing quality and inclusive education. It is my deepest passion to guide learners in discovering their potential and to support them in becoming resilient, responsible, and compassionate individuals.

I would be truly grateful for the opportunity to serve as a Guidance Counselor in your University and to contribute to the holistic development of every learner under your care.

I am hopeful to be considered for an interview at your most convenient time. Thank you very much for your kind attention.

Respectfully yours,



RICKY V. SABINO

Applicant