

10 February 2022

HONEY SOFIA V. COLIS

OIC Director
Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis:

Greetings!

It is my honor to apply as Supervising Administrative Officer in your university.

I graduated Juris Doctor in Sultan Kudarat State University last June 2020. I graduated cum laude in Bachelor of Secondary Education last March 2018 and pursued my post-graduate studies in Education at Eastern Samar State University wherein I earned 32 units in Master of Arts of Teaching Mathematics.

I took the courage to apply for the position having in mind that my rigorous study of the law includes laws and jurisprudence that would be helpful in the performance of duties and responsibilities of the job. I have also conducted and published researches on students' academic achievement and suicide-prevention programs.

My former jobs include planning, crafting, implementing, monitoring and evaluating educational programs and lesson plans for students as a teacher, instructor, and academic coordinator in both private and public schools and colleges.

I hope you find merits to my application and qualifications. Thank you so much in anticipation of your kind consideration.

Very truly yours,



MARK A. GERONIMO

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with attachments