

February 14, 2024

**MARIA ROBERTA S. MIRAFLOR**

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, HRMO

Dear Ma'am/Sir,

This letter is to express my interest to apply for the position of **Administrative Officer I (Records Officer I)** or any position in your agency that will fit my skills and capabilities.

Equipped with my Bachelor's degree in Accounting Technology and skills developed over time, I can be a good help in achieving the organization's mission and vision.

Attached herewith is my personal data sheet and other documents necessary for this application.

I am very much willing to come to your office for an interview at your most convenient time.  
Thank you.

Sincerely,



Sheree Anne S. Sedano

**Phone:** 0909 070 5811

**E-mail:** shersedano@gmail.com

Applicant