

7 February 2024

**Mr. Toni Marc L. Dargantes**

Head

Planning Office

Visayas State University

Visca, Baybay City, Leyte

Sir:

Please consider me an applicant for the Planning Officer I position in your good office.

I hold a master's degree in management (major in Agribusiness Management) and a bachelor's degree in Agribusiness from this University. Presently, I am Data Entry Machine Operator II on a job order status stationed at the Records and Archives Office (RAO). I've been working here in VSU for almost 7 years (2 years & 4 months as Clerk at DAEEx plus 4 years & 5 months at RAO).

I attached an updated version of my personal data sheet and other pertinent papers for further evaluation of my qualifications.

I hope for your favorable consideration of my application.

Thank you.



**JIMBO S. POSAS**

Applicant