

December 4, 2023

Ms. HONEY SOFIA V. COLIS

Director

Human Resource Management

Visayas State University

VISCA, Baybay City, 6521 Leyte

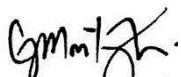
Greetings Ma'am,

I, Giebert Lungay Montajes, a graduate of Bachelor of Science in Agribusiness from the Visayas State University, VISCA, Baybay City, Leyte, and a licensed agriculturist who passed the board exam last November 2022, would humbly for the Administrative Officer IV (Human Resource Management Officer II) position at the Human Resource Management Office of the Visayas State University.

My affiliations were of the City Government of Baybay in April 2015 wherein I was hired as a Job Order at the Human Resource Management Office (HRMO) while simultaneously assigned as a clerk at Plaridel Central School and, with a private employer in July 2017 as an Internal Inspector in an Organic Copra Project. Currently, I am connected to the Records and Archives Office of the Visayas State University as a clerk.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,



GIEBERT LUNGAY MONTAJES

Applicant