

12 August 2024

Dr. Prose Ivy G. Ye3pes
OIC President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, HRMO

Dear **Sir**:

Greetings!

May I take this significant privilege to apply in this institution for a position of Administrative officer II at the HRMO.

I am **Ma. Fe L. Gayanilo**, presently connected at HRMO under Learning & Development & Human Resource Accreditation Office for 25 years as Administrative Aide VI. As of now I am designated as Secretary of VSFC-AS AND VASC Committee. My experience in HR enable me to become more flexible and efficient. I learned how to manage work related pressures, time, and relationships with co-workers. I value work and delivery of expected output and excellent service is my priority.

Moreover, I am a career oriented person, honest and eager to learn. I can follow directives and willing to invest time and effort to comply expected out. Furthermore, I am very much willing to share my knowledge and capabilities to contribute to the attainment of the university goals.

I am most willing to come for an interview during your most convenient time. You can reach me through my mobile number 09211723086 or email address ma.fe.gaynilo@vsu.edu.ph.

Thank you and more power.

Respectfully yours,


MA. FEL. GAYANILO