

February 03, 2025

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

I am writing this letter to express my intention to apply as Administrative Aide VI. I graduated Bachelor of Science in Customs Administration in University of Cebu- Main Campus. I am currently contracted as Clerk in the Procurement Office of Visayas State University since February 16, 2021.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,


Kybee M. Cayone
Applicant