

Republic of the Philippines
Region VIII
VSU, Baybay City, Leyte
Baybay City, Leyte

July, 2025

HONEY SOFIA V. COLIS

Director HRMD

VSU, Baybay City, Leyte

Dear Director HRMD,

I, **Kenneth Jhake S. Soliva** writing to express my intent to apply for Administrative Officer II (Administrative Officer I). I am keen on about the opportunity that will contribute to the school. I am confident that my enthusiasm in administrative task in ensuring a smooth and efficient organizational operations will make an asset to your institution. I will make sure to create collaborative and support daily office procedures to ensure our administrative activities run smoothly on a daily and long-term basis.

I am 24 years of age, single, and a resident of Brgy. Mohon, Tanauan, Leyte. I have finished my Baccalaureate Degree of Bachelor of Secondary Education Major in General Science at Eastern Visayas State University - Tanauan, Leyte in year 2023 and in March 2024 respectively and humbly passed the Licensure Examination for Teachers (LET)


I am currently working as a clerical aide at Local Government Unit in the Municipality of Tanauan - Licensing Office. My service for more than (one) 1 year in public institution, sharpened my potential in an administrative work; my abilities to give instructions, maintain system records and proficiency in computer software and office equipment, ability to work independently and as a part of a team, and interact multitude and various aspects of individual that enhanced and help me improve my interpersonal skills, and decision-making skills. This work gives extra knowledge, experience and let me get involved in different matters concerning the development of the community which is a great help in enhancing my higher order thinking skills and in solving problems.

As a public servant, I am excited about the prospect of working collaboratively with your best teachers and other personnel to support learners' success, and the possibility of contributing to your mission of providing a high-quality education.

Thank you for considering my application. It is my great pleasure to come on your good office for an interview at any time of your convenience. I will be reached through my mobile number 09192851800 and email address kennethsoliva17@gmail.com

Thank you so much and God bless you more.

Very truly yours,


Kenneth J. Soliva
Applicant