

16 February 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Ma'am:

It was hereby announced in the website of **Visayas State University** about a position (Plantilla Item No.: ADOF1-30-2004), titled **Administrative Officer I** for VSU Main. Hence, please consider the applicant as one of the aspirants for the position of Administrative Officer I.

The applicant graduated with a degree of **Bachelor of Elementary Education, Major in Special Education** from Pamantasan ng Lungsod ng Muntinlupa. His college days are more on practicing and appreciation of the nature of Special Education with the integration of handling Elementary Education. He learned on how to work with different professionals, higher authorities, and parents for the development of programs with special needs as well as regular programs. Also, he learned how to be a multi-tasking person during his work at BMTechniques Therapy Center both office and teaching tasks.

With these mustered skills, he believes he can perform the competencies for this duty.

The applicant is looking forward for the consideration of this intent. Thank you so much.

Very Truly Yours,

JHUN MAR T. BELLO

Applicant
Baso, Cabucgayan, Biliran 6550
(63) 975-1280-052
bellojhunmar5@gmail.com