

February 13, 2023

**Ms. Honey Sofia V. Colis**  
Director  
Human Resource Management Office  
Visayas State University, Baybay, Leyte

Dear **Ms. Colis**:

I am writing to apply for the vacant **Planning Officer III** position in VSU. I finished a graduate degree of Master of Management, Major in Business Management and Undergraduate degree in Bachelor of Science in Computer Science in Visayas State University. I am currently working as the designated Planning Officer and OIC Head of the Planning Office at the Visayas State University under the Office of the Vice President for Planning, Resource Generation and Auxiliary Services.

Please see my attached PDS and resume for additional information.

Sincerely,



**TONI MARC DARGANTES**