

January 26, 2024

**HONEY SOFIA V. COLIS**

Head, Human Resource Management Office  
Visayas State University

Through:

**MR. VICENTE A. GILOS**

Chief Librarian

Dear Ma'am Colis:

I am Darwin M. Labata, 47 years old, a resident of Brgy. Cambalading, Albuera, Leyte. I would like to apply for the permanent position Administrative Aide I (Utility) for the University Learning Commons (Library) with **Job Code OCZMIQ**. I have been working as Job Order worker at the Library from April 2016 up to the present.

I hope I will be given a chance for this position. I may be contacted thru my mobile number 09854186968.

Sincerely,



**Darwin M. Labata**

Applicant