

18 October 2024

HONEY SOFIA V. COLIS

Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte

Ms. Colis,

This has in reference to the posted vacated position of Mr. Tirso Igot Jr., who is a former utility of VSU Integrated High School. I am writing this to show my eagerness to apply on that position.

I am Mr. Roel S. Loreto, residing in Brgy. Patag, Baybay City, Leyte and presently working at Visayas State University, Visca Baybay City, Leyte.

Since 2008, I worked as Job Order from different Departments. From 2008-2015, I worked as painter in Physical Plant Office, then from 2016-2017, I became a utility worker in TBI. From 2018-2023, I also became a utility worker in ODS. Now, I am working as utility/Messenger in VSU Integrated High School, which I believe would be my edge in applying on the position offered since I already know all the task in the said department.

Thus, I am hoping to continue in the same manner but a much better status of employment.

Thank you and hoping for your favorable response on this application.

Respectfully yours,



ROEL S. LORETO

Applicant