

April 8, 2025

To:

Dr. Prose Ivy G. Yepes
President
Visayas State University-Main Campus

Through:

Dr. Moises Neil V. Serião
NAPB Chairman

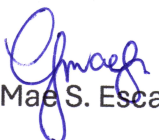
Subject: Job Application for the position of: Administrative Officer II (Human Resource Management Officer I) at HRMO

Dear Ma'am,

I hope this letter finds you all well. I'm Gilly Mae S. Escasinas, and I'm writing to express my interest in the position offered in the Human Resource Management Office. I came across the advertisement through the HRIS. I'm a job order at the accounting office right now, and I hope you'll allow me to join your team. Having worked at our university for nearly three years, I am sure that I can rapidly adjust to any office-related task. I'm open to learning new things and take constructive criticism well.

I appreciate you looking at my application. I'm excited for the chance to talk about how my professional background and enthusiasm for your office can help the team succeed. Please find my transcript of records, résumé, graduation, and other necessary documents attached for your review. Hoping to speak with you soon.

Respectfully yours,


Gilly Mae S. Escasinas

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