

6 January 2023

HONEY SOFIA V. COLIS
OIC-DIRECTOR, ODHRM
Visayas State University
Visca, Baybay City, Leyte

Thru: ALICIA M. FLORES
Head, Supply & Property Management Office

DEAR DIRECTOR COLIS:

I am writing to you to sincerely express my intent to apply for ***Administrative Officer V (Supply Officer III)***. I am Babelyn D. Galang, a Bachelor of Science in Computer Engineering graduate at AMA Computer University Tacloban Campus. I also took and graduated my Master in Business Administration major in Human Resource and Organizational Management at Southwestern University, Cebu City. I was also a trainee at Asian Institute of Management for the course Leadership and Development Management for Young Legislators.

I have worked at the Office of Transportation Cooperatives (an attached agency of DOTr) under the Public Utility Vehicle Modernization Program-Project Management Office (PUVMP-PMO), as Training Specialist II and Executive Assistant in the Office of the Chairperson; however on a job order status.

In addition, I've gained more than a decade of my work experience in government service particularly in the local government where I was an Executive Assistant to the Mayor and an OIC-General Services Officer. Concurrent to my position, I was also designated as one of the Bids and Awards Committee member.

I am an individual committed to the pursuit of excellence and I am willing to learn, be trained to further hone my knowledge and skills where I can be an instrument in the achievement of the institution's mission and vision.

I am hoping for your very favourable consideration on my application. I have enclosed my updated PDS, Authenticated copy of my Certificates of Eligibility, and Photocopy of my Transcript of Records for your perusal.

Thank you and more power.

Respectfully yours,


Babelyn Galang
Applicant
0907.228.1215