

July 18, 2023

Ms. HONEY SOFIA V. COLIS

Director

Human Resource Management

Visayas State University

VISCA, Baybay City, 6521 Leyte

Greetings Ma'am,

I, Giebert Lungay Montajes, a graduate of Bachelor of Science in Agribusiness from the Visayas State University, VISCA, Baybay City, Leyte and has passed the Licensure Examination for Agriculturist (LEA) last November 2022, would humbly apply for the Administrative Officer IV (Human Resource Management Officer II) position at the Human Resource Management Office of the Visayas State University.

I have been an employee of the City Government of Baybay from April 2015 to July 2017 where I was initially hired as a Job Order at the Human Resource Management Office (HRMO) and later on assigned as a clerk at Plaridel Central School. I was also working as an Organic Internal Inspector at a private employer wherein I conducted seminars, farm visits, storage inspection, audit assistance, and clerical works. Currently, I am working as a Job Order personnel at the Records and Archive Office of the Visayas State University (VSU), VISCA, Baybay City, Leyte. My functions include collection, classification, maintenance, control of efficient access, and digitization of university records.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,



GIEBERT LUNGAY MONTAJES

Applicant