

24 July 2023

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Baybay City, Leyte

Dear **DIR. COLIS**:

I am Danielle Anne R. Durna, writing to express my sincere interest in applying for the position of *Information Officer I* with Plantilla No. INFO1-16-2023 with (Salary Grade 11) in the *Visayas State University Main Campus - Office of the University Board Secretary*.

I am a graduate of Bachelor of Science in Civil Engineering at Eastern Visayas State University (EVSU) and presently enrolled as second-year Juris Doctor student at Dr. V. Orestes Romualdez Educational Foundation, Inc. (DVOREF)

Currently, I am an Administrative Assistant III in the Department of Social Welfare under the Policy and Plans Division - Regional Information Communication and Technology Management Section. I am responsible for making physical and electronic documentation, infographics, and other relevant reports about the system developments, deployment, and system advocacy. In addition, I have also extended my services to assist in the implementation of the different programs relevant to the department. With these designations entrusted to me in the office, I have already gained experience in project planning and gathering user feedback for system development.

Through this combination of collaboration and technical skills, perseverance, and commitment to quality work with good communication skills, I believe that I am suitable for the position and could contribute more to the success and improvement of the office.

All pertinent documents are enclosed with this letter. I can be contacted and reached thru email at durnadanielleanne@gmail.com and thru mobile at 09089242791.

I would highly appreciate the opportunity to further discuss my qualifications. Thank you and more power!

Sincerely,



DANIELLE ANNE R. DURNA

Applicant