

September 18, 2023

CV Alcuino Street
Brgy. Central, Hilongos, Leyte
6524

HONEY SOFIA V. SOLIS

HRMO Director
Office of the Director for HR Management
G/F Administration Building
Visca Baybay City, Leyte 6521-A

Madam:

A pleasant day!

I have the honor to apply for the position of Registrar IV in Visayas State University. I am presently employed in Sacsac Elementary School as the Administrative Officer II in Cebu Province Division. I was the Administrative Assistant III in Dalaguete Central Elementary School last 2018 to July 2022. My services were reflected in my service record.

Enclosed herewith are my pertinent papers for ranking for the aforementioned position.

You can contact me through my cellular number 09300084824 and my email address is bernadette.reoma@deped.gov.ph or breoma111806@gmail.com.

I hope that this application would merit you kind and favorable consideration.

Very truly yours,

BERNADETTE L. REOMA

Applicant

