

04 April 2025

TONI MARC L. DARGANTES

Director, Planning Office
Visayas State University
Visca, Baybay City, Leyte

Thru: **DR. HONEY SOFIS V. COLIS**
Director, Human Resource and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Dargantes,

I am writing to formally express my interest in the permanent position of Administrative Aide VI at the Planning Office of Visayas State University.

I earned my Bachelor of Science in Agribusiness from Visayas State University in 2020 and have successfully passed the Civil Service Examination (Sub-professional level). My academic background, combined with my relevant work experience, has equipped me with the necessary skills to contribute effectively to your office.

Professionally, I have served as an Enumerator for the Philippine Statistics Authority (PSA) and worked as a Clerk at Visayas State University for two years. These roles have provided me with hands-on experience in administrative tasks, document management, and communication handling, allowing me to contribute to the efficient day-to-day operations of an office.

I am eager for the opportunity to become a permanent member of your team and contribute to the success of the department. Enclosed are my résumé, transcript of records, Personal Data Sheet (PDS), and other supporting documents for your review. Please let me know if there are any additional requirements for my application.

Thank you for your time and consideration. I look forward to the opportunity to discuss my application further.

Sincerely,
Jonalyn A. Bulawan
Applicant