

May 10, 2021

HONEY SOFIA V. COLIS

OIC Director ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am,

Greetings of Peace!

This is to forward my application for College Librarian 1 position in your prestige Institution.

I earned my Baccalaureate degree in Library and Information Science at Leyte Normal University, Tacloban City which I graduated with an award of outstanding performance in In-campus Library Practicum. I passed the Librarian's Licensure Examination conducted last September 2017 at Leyte National High School with a weighted average of 80.60%. In terms of technical expertise, I also have a NCII for computer system servicing. I am currently taking up my supplemental studies at Leyte Colleges, Tacloban, City and already garnered nine (9) units of Professional education subjects.

I am currently working as a School Librarian at Holy Trinity College for 3 years now. My background includes the following:

- Organizing library catalog, supplies and records
- Acquiring of library materials
- Orienting Students, Faculty and Staff on the Library sections and its functions
- Assisting Library users on their information and research needs.
- Managing and Organizing Library collection for easy retrieval of Library users.
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Believing that education is the key to success of the students, I hope to be part of your established school which has been always known as the producer of young students known for their excellence in various fields. My goal is to provide an interesting learning environment that encourages students to be the best while honing my skills further as a Librarian and to educate and help them blossom into well-rounded, responsible and successful people.

Should you find my qualifications adequate, I am willing to call up for an interview at your most convenient time. You can reach me through my mobile number +639673229604 or gmail account at ibanezkevin33@gmail.com.

Thank you and Godbless!

Respectfully yours,



Kevin O. Ibanez
Applicant