

July 10, 2024

ENGR. MARLON G. BURLAS

DIRECTOR

Physical Plant Office, Visayas State University - Main
Baybay City, Leyte

THRU:

DR. ELWIN JAY V. YU

Vice President for Administration & Finance

MS. HONEY SOFIA V. COLIS

Director/HRMO

DEAR SIR/S/MADAM:

In conjunction with your job posting on the Civil Service Commission' website, I am pleased to learn that your Institution's Physical Plant Office is in need of "**Administrative Officer V (Project Development Officer III)**" since my career goals and knowledge are directly fit with this opportunity.

As a licensed Environmental Planner & Architect, I am therefore applying for the posted job aforementioned above.

My enduring aspiration to pursue my career infuses me to willingly accept a job preferably related to my profession. I believe that a challenging environment such as yours will provide an enviable time for me to best utilize my proficiencies.

Herewith enclosed are my documents which contain needed information on my experiences and skills. I can be reached thru 0926-535-8883 or primearchplanner@gmail.com.

Thank you for your time and consideration. I shall look forward to further discuss with you about this opportunity.

Sincerely yours,



Arch/EnP. ELVIN A. CABAÑERO, MPA
Applicant