

March 17, 2023

**Dr. Edgardo E. Tulin**  
**University President**  
Visayas State University  
Baybay City

Thru : **Ms. HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM

Dear President Tulin,

Greetings!

I am writing this letter to apply for the position of Administrative Officer III (Records Officer II). Attached in this letter is my PDS and other relevant documents for your reference. I am willing to come to your office for an interview at your most convenient time.

For additional details regarding my qualification you may contact me at 09187377075 or email me at [arielmorilla@yahoo.com](mailto:arielmorilla@yahoo.com).

Thank you for taking time to consider this application and I look forward to hearing from you.  
God Bless!

Sincerely yours,

**ARIEL C. MORILLA**