

Poblacion, Bontoc, Southern Leyte
December 29, 2022

Honey Sofia V. Colis
OIC-Director, ODHRM
Visayas State University
Visca, Baybay Leyte

Dear Ma'am:

I would like to apply as **ADMINISTRATIVE OFFICER V (Supply Officer III)** in your dynamic institution. Currently I am working as **Storekeeper II at the Supply Office** in Southern Leyte State University-Tomas Oppus for almost 6 years now. I also have a 1-year experience as a **Customer Associate-Teller in Landbank of the Philippines** back in 2015 to 2016. I am a graduate of University of San Jose-Recoletos with a degree in Bachelor of Science in Business Administration – General Course. I graduated Cum Laude. As of now, I am looking for a job that would enhance my skills and capabilities in my chosen field of profession. In connection, I believe that this institution can provide a greener and greater opportunity for me to maximize my skills and potential, and grow in public service.

Attached herewith are my resume, Personal Data Sheet, photocopy of Performance Rating (IPCR), photocopy of Certificate of Eligibility, photocopy of Transcript of Records, and photocopy of Training Certificates to further explicate my background and qualifications.

I am hoping that this merits your attention. I am available anytime for a job interview. You can contact me through my mobile phone – 0950 820 1438 / 0976 038 9796 or perhaps, you may email me at gboyolais24@gmail.com. I am looking forward to meeting you.

Sincerely yours,



Giebert G. Olais
0949 751 6968 / 0976 038 9796