



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT
FOR PLANNING AND
DEVELOPMENT**

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1004
Email: ovprgea@vsu.edu.ph
Website: www.vsu.edu.ph

April 7, 2025

Ms. Honey Sofia V. Colis

Director, Human Resource Management and Development
Visca, Baybay City, Leyte

Dear Ms. Colis:

Working at this University for the past 33 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned before.

Armed with this lengthy experience, I was also awarded the **“Best Administrative Support Staff Award”** on August 10, 2016, during the 92nd VSU Anniversary Celebration, in recognition of my exemplary performance as an administrative support/clerk staff member.

In line with this, I would like to formally express my interest in applying for the Administrative Officer II position that has recently become available at the university. I believe that my skills and experience make me well-suited for this role, and I am confident in my ability to perform effectively as an Administrative Officer

If allowed to take on greater responsibility, I am committed to demonstrating my dedication and competence in serving both the office to which I am assigned and the university as a whole. I sincerely hope to be considered for this promotion, as I am confident that it will further inspire and motivate me to contribute even more to the university's goals and success.

Thank you so much for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Dalisay F. Andres'.

DALISAY F. ANDRES
Administrative Officer I