

March 24, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Subject: Application for Administrative Assistant I (Computer Operator I)

Dear Ma'am/Sir;

I Would like to take this opportunity to submit my Personal Data Sheet (PDS) for your review and kind consideration, as I have been given to understand that there exists a vacancy in your esteemed Organization for:

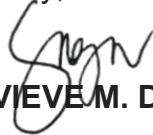
Position: ADMINISTRATIVE ASSISTANT I (Computer Operator I)
Plantilla Item No: ADAS1-88-2023
Salary Grade:7
Place of Assignment: VSU MAIN (Procurement Office)

Based on my professional experience I am confident that I would be the right candidate for the position available in your good office. I have always taken the extra effort to consistently exceed the expectation of my duties and responsibilities assigned.

I would greatly appreciate your team to hear my viewpoint on the suitability to this position through an interview process. I would be more than happy to provide additional documents, references when required.

Thank you for considering my application herein.

Yours Sincerely,



MA. GENEVIEVE M. DE LA CRUZ