

September 20, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

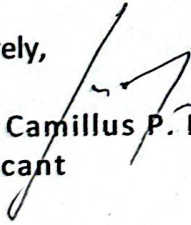
Dear Maam,

In line with the publication of vacant positions in your good office. I would like to apply for the position **Administrative Aide IV (Data Entry Mach Operator)** with **Plantilla Item No. ADA4-152-2004**. I was previously employed through DBP Service Corporation as an Accounting and Loans Support Assistant assigned at Home Development Mutal Fund (HDMF) Tacloban City Branch or more known as Pag-IBIG Fund. Aside from rendering frontline services, I was also assigned as the Information Technology (I.T.) point person in our office. I believe skills will be of much help for me in contributing to your organization. I am a graduate of Bachelor in Science in Commerce and attached are my other documents for your reference.

If my application gets to be considered, it would be great to discuss more about my interest for this career opportunity. I will be looking forward in meeting you at your most convenient time.

Thank you.

Sincerely,


Ryan Camillus P. Mangacat
Applicant