

GEMMIL M. MANAGBANAG  
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Contact No. 09504690263  
09 April 2025

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

Dear Director Colis,

I am writing to formally express my interest in the position of Administrative Officer II (Human Resource Management Officer I), Item No. ADOF2-30-2004, under VSU MAIN (HRMD).

With almost nine (9) years of service under a Contract of Service and seven (7) years and eight (8) months as a permanent employee at DENR-CENRO Baybay, I have consistently demonstrated dedication, professionalism, and a strong commitment to organizational excellence. I believe these experiences have equipped me well to take on the responsibilities of this position and contribute meaningfully to your office.

Throughout my tenure at DENR-CENRO Baybay, I have continually strived to go beyond expectations, actively contributing to the success of the department. Attached is my Work Experience Sheet, which outlines my accomplishments and the value I have added to our organization.

I am keen to continue my professional growth within your Department, and I am confident that the Administrative Officer II role will provide an excellent opportunity for me to further contribute. My strong work ethic, passion for excellence, and unwavering commitment to public service make me a strong candidate for this role.

I am also willing to take on any additional responsibilities and challenges that may come with the position. I would greatly appreciate the opportunity to further discuss how I can support the goals of your office in this capacity.

Thank you very much for considering my application. I look forward to the opportunity to speak with you at your most convenient time.

Sincerely,

  
GEMMIL M. MANAGBANAG