

January 24, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ma'am/Sir,

This letter is to express my interest to apply for the position of **Administrative Officer II (Management and Audit Analyst I)** with plantilla item number **ADOF2-28-2004** or any position in your agency that will fit and enhance my skills and capabilities.

Equipped with my Bachelor's degree in Accounting Technology and skills developed over time, I can be a good help in achieving the organization's mission and vision.

Attached herewith is my personal data sheet and other documents necessary for this application.

I am very much willing to come to your office for an interview at your most convenient time.  
Thank you.

Sincerely,



Sheree Anne S. Sedano  
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**E-mail:** [shersedano@gmail.com](mailto:shersedano@gmail.com)  
Applicant