

August 10, 2021

**Ms. Honey Sofia V. Colis**

OIC Director

Office of the Director for Human Resource Management

Visayas State University, Baybay, Leyte

Dear Ms. Colis:

I am writing to apply for the vacant **Administrative Officer V (Planning Officer)** position in VSU. I finished a graduate degree of Master of Management, Major in Business Management and Undergraduate degree in Bachelor of Science in Computer Science in Visayas State University. I am currently working as Administrative Assistant VI performing the functions of Planning Officer in the Visayas State University under the Office of the Vice President for Planning, Resource Generation and Auxiliary Services.

Please see my resume for additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'tmd', is positioned above the printed name.

**TONI MARC DARGANTES**