

Brgy. Cansamada West
Dagami, Leyte
February 10, 2023

HONEY SOFIA V. COLIS

OIC, Director
Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

Good Day!

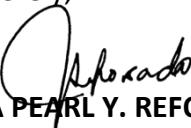
I would like to express my interest in applying for Administrative Aide IV Position (Clerk II) in your institution.

I am Ara Pearl Y. Reforsado, a graduate of Eastern Visayas State University-Tanauan Campus with a degree of Bachelor of Science in Hospitality Management (BSHM). I will also humbly share that I am an Honor Graduate Eligible (HGE). Given the previous employment that I have undertaken as GIP in National Economic and Development Authority (NEDA RVIII), I believe that I meet the qualifications for the aforementioned position.

Rest assured that this will serve as an opportunity to help the present administration or government in delivering effective public service to the people as our constituents.

I am hoping that your institution will consider my application. Attached herewith is a copy of my Personal Data Sheet (PDS), Transcript of Records (TOR), Diploma and Certificate of Eligibility. I would be eager to come for an interview at your most convenient time. You can keep in touch with the mobile number at 0949-572-4262. Favorable action towards my application letter will be highly appreciated.

Sincerely,


ARA PEARL Y. REFORSADO
Applicant

Encl.: as stated