

February 9, 2021

Dr. LOURDES B. CANO
Director, ODHRM
Visayas State University
ViSCA, Baybay City, Leyte

Re: Application for Chief Administrative Officer
(Office of the Director of Human Resource Management)

Dear Dr. Cano,

I respectfully submit my application in response to the position of Chief Administrative Officer (ODHRM). I am highly pro-active and results-driven, who enjoys being part of an energetic and dynamic team.

Currently I am working as the Chief Legal Officer of the University for more than 8 years.

Taking initiative has always been my career strength, along with:

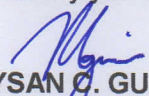
- Understanding responsibility
- Striving to do my best in any situation to meet University objectives

I am extremely reliable, considerate, personable, and I am comfortable working with all personality types.

I have attached my resume with this letter and very much hope that you will take the time to review it. I would like to discuss my qualifications and skills with you and answer any questions you have. I can be reach anytime at (+63) 91731262666. Another convenient way to reach me is by e-mail: rysanguinocor@vsu.edu.ph. Please feel free to contact me anytime as regards an interview.

Thank you very much.

Sincerely yours,


RYSAN C. GUINOCOR
Applicant