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Southern Leyte
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February 15, 2022

HONEY SOFIA V. COLES
OIC DIRECTOR, ODHRM
VSU, BAYBAY CITY, LEYTE

Dear Ma'am

Greetings of peace and prosperity!

I am a woman with high regard of your institution and has the desire to serve with my full capacity. I would like to apply for the position of Administrative Officer I.

I am Ma. Shiena L. Uy, a resident in Brgy. Catmon, Saint Bernard, Southern Leyte. I finished my Bachelor's degree in Elementary Education in Saint Joseph College of Maasin and graduated last June 1, 2019. I humbly passed the Licensure Examination for Teacher last September 29, 2019. I was able to be a substitute teacher in Nursery 2 at Saint Joseph College of Maasin.

I believe that my enthusiasm makes me a perfect fit to serve as Administrative Officer I. I am very much excited by the prospect of working alongside your staff and administrators.

Attached herewith are my pertinent documents in support to my application for your perusal and ready reference.

I am looking forward for a positive response on my application.

Thank you so much and God bless you more.

Sincerely yours,


MA. SHIENA L. UY, LPT
Administrative Officer I Applicant