

July 21, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Madam,

Good day!


I, Mar Israel C. Rodriguez, 31 years old, with a bachelor's degree of Secondary Education Major in Science, would like to express my strong interest in working as an **Administrative Officer V (Supply Officer III)**. As a highly competent applicant, I would bring a resourceful, flexible, and hardworking attitude to this role.

I am working as an Administrative Officer II assigned in the DepEd Ormoc City Division – Concepcion Elementary School. With my past work experiences in Supply Office, I believe that I am fit for the above-mentioned position. I have started working in this agency in 2017. Then, I have gained enough knowledge and skills through my work and the various trainings I underwent in the performance of my duties and I'm also willing to learn new things.

I believe a face-to-face interview would allow us to get know each other better and answer any questions that may arise. I would welcome an interview and hope to hear from you at your earliest convenience. Please contact me with this number 09267014720.

Thank you and Godspeed!

Sincerely yours,


MAR ISRAEL C. RODRIGUEZ
Applicant