

March 27, 2024

ULDERICO B. ALVIOLA

Head

University Integrated Media Center

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Alviola,

Greetings!

I, the undersigned, would like to express my intent to apply as Information Officer II at your institution. I am currently employed as Health Program Officer II at DOH – Treatment and Rehabilitation Center Dulag. Although my job entailed direct patient care, I have maximized my experience in oral and written communication as our work entailed accomplishing psychological and court reports and conducting lectures and workshops for health workers and other allied professionals in Region VIII. Moreover, I am a contributor to the official newsletter of our facility.

I have attached my personal data sheet, performance rating, and copies of my certificates of eligibility and transcript of records for your perusal. I am hoping that my skills, experience, and qualifications will gain merit for the said position.

Thank you. God bless you.

Respectfully yours,


AIKA MAE G. BORBON, RPh

Applicant