



August 10, 2024

Ms. Honey Sofia V. Colis
Director, Human Resource Management Office
Visca, Baybay City, Leyte

Dear Ms. Colis:

Working at this University for the past 33 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned.

Armed with this experience, I would like to apply for an Administrative Officer II position that recently became available. I believe that I could do a good job in an Administrative Officer position. And I can assure you that if given higher responsibility I can prove my worth to the office to which I will be assigned in the future and to the University as a whole. I hope I will be given an opportunity to be promoted. And I am confident that this promotion/increment will motivate me to contribute even more to the said office and to the university as well.

Thank you so much for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Dalisay F. Andres".

DALISAY F. ANDRES
Administrative Assistant III