

August 19, 2024

**MS. HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Ms. Colis**,

I am writing this application letter to express my interest in the Administrative Officer II (Human Resource Management Officer II) position at the Administrative Services Office, as posted in the VSU HRIS. My name is Norbert John O. Villas. I hold a Bachelor of Science in Agribusiness (2014) and a Master of Management in Business Management (2022), and I am eager to apply, explore, and become part of your office.

Currently, I work as an Education Research Assistant at the Office of the Vice President for Student Affairs and Services and serve as the Student Internship Program Coordinator at Visayas State University under the leadership of Dr. Aleli A. Villocino. This role has honed my administrative skills, enabling me to successfully manage various administrative tasks and consistently ensure the accuracy of reports.

Based on my educational background and work experience, I believe I am a good fit for the Administrative Officer II position. I am enthusiastic about contributing my skills and knowledge to support the services of the Administrative Services Office.

I would greatly appreciate the opportunity to discuss my application with you in the future if it is considered.

Sincerely,



**NORBERT JOHN O. VILLAS**  
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