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HONEY SOFIA V. COLIS
OIC Director
Office of the Director for Human Resource Management
G/F Administration Building
Visca Baybay City, Leyte 6521-A, Philippines

Dear Madam Colis,

Good day! I am writing this letter expressing my interest in the vacant Guidance Counselor III position posted on your website. I am currently working as a senior high school teacher for the Department of Education – Ormoc City Division. As shown on my resume and personal data sheet, I am a graduate of MA Education major in Guidance Counseling. I graduated from the Franciscan College of the Immaculate Conception, Baybay City last May 2021. However, I am unable to furnish you a copy of my updated transcript of records from the school due to some typographical errors and is still being processed as of this writing. I am a licensed teacher and a psychometrician. I was due to take the RGC licensure examination for this year, but unfortunately the exam was postponed by PRC.

I've worked as a guidance advocate for one (1) year during my stay at Sto. Nino College, where I worked with different grade levels from elementary to college. I have no doubt that I can meet the ICT skills needed for the job, in fact I have been chosen as one of the facilitators for our division-wide webinar on Microsoft Office 365 last year. I am confident that I can take on the challenges and responsibilities this position I am applying for entails. I am eager to work for and with one of the prestigious universities here in the Philippines.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the position.

Respectfully,


MARIA CARMINA C. DE LOYOLA