

GIL L. DUHAY GIL L. DUHAY

Zone 2, Brgy. Calipayan

Dulag, Leyte Philippines 6505

glduhay@up.edu.ph / glduhay143@gmail.com

+63 956-681-0688

February 06, 2024

MARIA ROBERTA S. MIRAFLOR

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Madame:

Peace and all good to you!

With full encouragement and dedication, I wholeheartedly like to seek and secure my interest in applying for the position of **ADMINISTRATIVE OFFICER I (Records Officer)**, with permanent status that is currently available in your good office.

I have earned **6 units and currently continuing** my ***Master's degree in Environmental Science major in Environmental Chemistry and Toxicology*** at ***University of the Philippines Tacloban College***. I have completed my Bachelor's degree in Biology major in Medical Biology at Leyte Normal University Tacloban City. My education has equipped me with the necessary knowledge and skills to effectively engage and foster a positive learning environment.

I believe that my knowledge, skills and abilities, and attitude within make me confident that I have the qualities of an ideal employee that your office needs. I believe that your department would give me the opportunity to learn more things in my chosen field and that would excel my skills further.

Enclosed with this letter, you will find my resume, academic transcripts, and any additional documents required for the application process. I would welcome the opportunity to discuss how my skills and qualifications align with the specific needs and requirements of your office

Thank you for considering my application. I am excited about the possibility of contributing to the growth and development of VISCA Baybay. Please feel free to contact me at your convenience to arrange an interview or to request any further information.

Thank you for your time and consideration.

Respectfully yours,


DUHAY, GIL LONTOC
Applicant

