

February 08, 2023

**HONEY SOFIA V. COLIS**

OIC Director

Office of the Director for Human Resource  
Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Greetings!

I am writing this letter to express my interest in applying for a position as an Administrative Officer II in your institution.

I am **MARY LOURINE H. TABUDLONG**, a graduate of Bachelor of Science in Agribusiness at Visayas State University, gained units in Professional Education at Saint Michael College of Hindang Leyte and passed the Licensure Examination for Teachers (LET). I have also acquired a certificate for Bookkeeping NCIII, Agricultural Crop Production NCII and Organic Agriculture Production NCII. I have worked as an Administrative Assistant at CTD Foundation Inc. and as an Enumerator during the 2020 Census of Population and Housing Enumeration.

This serves as my sincerest intent; I am looking forward to hear from you to discuss more about myself and what contributes I could make and how I may be beneficial to the institution.

Thank you.

Respectfully yours,

**MARY LOURINE H. TABUDLONG**

**Applicant**