

**HONEY SOFIA V. COLIS**

Director, HRMO

VSU, Baybay City, Leyte

January 7, 2025

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**Ma'am,**

In relation to my application for the position of *Administrative Aide VI (Clerk III)* at VSU Main - OVPSAS, I would like to respectfully request that you accept the documents available for my application. Unfortunately, the following documents are unavailable to me at the moment is:

- Performance Rating

I have not been able to secure employment in the past few months after I completed my bachelor's degree. Should you require any other documents pertinent to my application, please feel free to contact me at 0948-9422-920 or via email at [lovelypacate07@gmail.com](mailto:lovelypacate07@gmail.com).

Thank you for considering my application.

Respectfully yours,



**LOVELY JOY M. PACATE**

Applicant