

REX DACANAY
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April 07, 2025

HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Baybay City, Leyte

Dear Director Colis:

A Blessed Day!

I am writing to express my interest in applying for the ***Administrative Officer II (Human Resource Management Officer I)*** position with Plantilla Item Number ***ADO2-30-2004*** that has been posted in the Bulletin of Vacant Position of Civil Service Commission Region VIII.

I have worked for the past six (6) years in the **Municipal Government of Hinabangan, Samar** as ***Administrative Officer II (HRMO I)*** and have focused most of my time on the Human Resource aspect of the Municipal Government of Hinabangan. I was responsible for leading the HR department and implementing policies and procedures that supported the organization's strategic goals. I have proven track record of success in recruitment, training, and retaining top talent, as well as managing employee relations and compliance with legal and regulatory requirements.

I am confident that my experience, knowledge, skills and ability to deliver results would make a valuable asset to your team. I would welcome the opportunity to discuss my qualifications further and learn more about the opportunity to join your organization.

In this regard, I have enclosed my Personal Data Sheet and other pertinent documents for your perusal, and I look forward to speaking with you at your most convenient time. I can be reached anytime at the contact number and email address reflected above.

Thank you for taking time to review and consider my application. God bless you more!

Sincerely yours,



REX DACANAY
Administrative Officer II (HRMO I)- Applicant