

President Garcia, Matalom, Leyte

09550384975

May 28, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am Colis,

I, Sandro Simo, hereby applying for the vacant position Administrative Assistant V (Electronics and Communication Equipment Technician III) advertised CSC Website. I am a licensed Electronics Engineer passed on April 2011. I am residing at Matalom Leyte.

Please see attached documents for your reference.

Thank You,

Sandro Simo