

June 11, 2025

Ms. HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

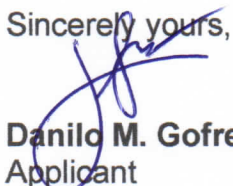
Dear Ms. Colis,

I'm writing to express my interest in the Administrative Aide I (Utility Worker I) position for the Institute of Tropical Ecology and Environmental Science, as posted on the VSU website and the Civil Service site.

I've been working at Visayas State University as a Utility/Messenger for the past 10 years, and I truly enjoy being part of the VSU community. Over the years, I've developed a strong sense of responsibility and take pride in doing my work well—whether it's helping around the office or making sure tasks are completed on time.

I'd be grateful for the opportunity to take on this new role and continue contributing to the university in a bigger way. I've attached my Personal Data Sheet (PDS) for your reference. Please don't hesitate to reach out if you need any more information from me. Thank you for considering my application. I'm looking forward to hearing from you.

Sincerely yours,



Danilo M. Gofredo Jr.
Applicant