

Dec.10,2025

Peace and all Good,

Hello ma'am /sir,


I'm JOMEL MANTALABA a resident here in Zone 18. C.M recto St. Baybay City Leyte. A Bachelor of Secondary Education graduate in FCIC Baybay City, I would like to apply for the said vacant position that you have right now. I believe that the position that you need right now is the work that related in my previous job. Even though if not, I'm still willing to try to apply in your office and to gain another experience and another environment that can add to my knowledge.

To be frank, I don't want to give a flowering word, because I believe it's better if you show it by action. But only I can assure you that if you will hire me, I will do my best to do the task that you will assign on me.

I just want to request also if you read this letter. Is it okay if my Diploma in college will be followed to pass because it was missing. And right now, I'm make a request in my previous school regarding my Diploma.

I hope I'm not late to apply for this position.

Thank you and God bless.


JOMEL M. MANTALABA
Applicant