

VSU, Baybay City, Leyte, 6521-A  
May 24, 2025

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Thru: **MOISES NEIL V. SERIÑO**  
VP for Administration and Finance  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir!

Greetings of Peace!

I am humbly asking for an opportunity to be considered as Administrative Aide VI (Electrician II) here at the Visayas State University. I am a secondary graduate and a TESDA holder of Building Wiring Installation NC II. I have been working as an electrical maintenance in the department of Power Plant and Electrical Services (PPES) here at the VSU for 24 years now.

I have participated in lots of relevant technical trainings and seminars that will surely help me fulfill the responsibilities of this newly available position. With my years of great experiences working here at the university, I am so willing and excited to continue sharing and bringing my knowledge, skills, and commitment to excellence here at the Visayas State University.

In connection with this, I am always ready to be called for an interview to show my great interest in the job.

I am hoping for your positive response. Thank you so much, and God bless!

Sincerely yours,

**ERIC V. LATRAS**

Applicant