

August 11, 2023

HONEY SOFIA V. COLIS

Director

HRMO

VSU Baybay, City

Dear Director Colis:

Greetings of peace and good health!

This is to formally signify my interest for the Attorney IV (ATY4-8-2010) position, which you recently advertised.

I am a practicing lawyer for a year now, having been admitted to the Philippine Bar on May 2022 with exemplary performance (GWA of 86.16%). Copies of my Certificate of Bar Rating and Certificate of Bar Membership is attached hereto for your additional reference.

I also recently joined the MCCCCB Law Office with address at Cavite East, Palo Leyte as a lawyer engaged in the limited practice of law, particularly on criminal, family, civil and commercial laws.

Concurrently, I am also working as a Human Resources Officer in Catholic Relief Services under remote work arrangement. As HR Officer, I am in-charged with policy review, employee discipline and regulation, recruitment, labor relations and any other legal needs of the agency.

For your reference, enclosed herewith are my latest personal data sheet (PDS), transcript of records (TOR) and diploma from the University of the Philippines for my undergraduate degree, TOR and diploma from DVOREF College of Law for my degree on Doctor of Jurisprudence.

I would be honored to hear from you at your most convenient time. I may be reached through my mobile number: 0945-124-8015, or my email address: melanichiquillocalceta@gmail.com.

Sincerely,

Atty. Melani Chiquillo Calceta