

**HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Baybay City, Leyte

Dear Ma'am,

I am writing to apply for the position of Administrative Officer III, Plantilla Item No. ADOF3-44-2003 at the Visayas State University. I am from Leyte, Leyte, and I am enthusiastic about the opportunity to contribute my skills and expertise to the development of the institution.

I am confident that my skills in developing and implementing plans, as well as my attention to detail and organizational skills, would be a valuable asset to your team.

In addition to my technical skills, I am a dedicated and proactive professional, always striving to achieve the highest standards in any project or initiative I undertake. I believe my ability to collaborate effectively with diverse teams and stakeholders would enable me to contribute positively to the goals and objectives of the Visayas State University.

I would welcome the opportunity to discuss my qualifications further in an interview. Please feel free to contact me to arrange a meeting. Thank you for considering my application, and I look forward to the possibility of working with your esteemed institution.

Sincerely,

**RONIE D. DAPROSA**

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