

VSU, Baybay City, Leyte, 6521-A  
December 22, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Thru: **ENGR. MARLON G. BURLAS**

OIC Director, PPO  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir!

Greetings of Peace!

I am humbly asking for an opportunity to be considered as Administrative Officer III (Permanent) here at the Visayas State University. I am a registered Electrical Engineer and Master Electrician. I have been working as an electrical engineer (maintenance) in the department of Power Plant and Electrical Services here at the VSU for 3 years now and am a member of the Contractor Performance Evaluation System (CPES) and the Land Use Development Committee.

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 E. SAJULGA, REE**

Applicant