

10 April 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs@vsu.edu.ph

Dear **Ms. Colis:**

Greetings!

I am writing to formally express my interest in applying for the position of Administrative Aide VI (Plantilla Item No. ADA6-118-2023) with code MTOLVN, under the office of Infrastructure Project Development.

Currently, I am employed in the same office as a Job Order Clerk. In my current role, I manage the efficient flow of documents as the designated dDRC, ensuring that all documents are processed seamlessly. My experience with the office's processes and workflows, combined with my strong work ethic, has enabled me to consistently meet the demands of the job with diligence and responsibility.

I hold a Bachelor of Science in Development Communication degree from Visayas State University – Main Campus, graduating Cum Laude. I am also a Career Service Professional Eligible, which further qualifies me for this position. I am eager to continue contributing to the office in a more permanent capacity and to grow professionally through this opportunity.

Enclosed are the necessary documents for your review. I am available for an interview at your earliest convenience and can be reached at 0970 997 6681 or via email at loreliealmacengrabino@gmail.com.

Thank you for considering my application. I am looking forward to the possibility of continuing to serve in this role.

Sincerely,



LORELIE A. GRABINO

Applicant