

August 15, 2023

Ms. HONEY SOFIA V. COLIS

Director

Human Resource Management

Visayas State University

VISCA, Baybay City, 6521 Leyte


Greetings Ma'am,

I, Giebert Lungay Montajes, a licensed agriculturist who passed the board exam last November 2022, would humbly apply for the Administrative Aide VI (Clerk III) position to be assigned at the College of Nursing of the Visayas State University.

I have been an employee of the City Government of Baybay since April 2015 wherein I was hired as a Job Order at the Human Resource Management Office (HRMO) while simultaneously assigned as a clerk at Plaridel Central School. I am also affiliated with a private employer as an Internal Inspector in an Organic Copra Project. Currently, I am connected to the Records and Archives Office of the Visayas State University as a clerk.

It would be a great opportunity to be able to serve the institution with integrity and to apply the experience and knowledge I gained should you consider my application.

Respectfully,



GIEBERT LUNGAY MONTAJES

Applicant