

April 14, 2023

MANOLO B. LORETO

Dean
Office of the Dean of Students
Visayas State University-Main
Baybay City, Leyte

Attention: **Ms. Honey Sofia V. Colis**
Director, ODHRM
VSU-Main

Sir:

I am writing to apply for the position of **Administrative Officer I** (Plantilla Item ADOF1-31-2004) as advertised by your institution last April 12, 2023. I am seeking the opportunity to implement my knowledge and skills and make a contribution to your department.

I obtained my Education Degree from Eastern Visayas State University and subsequently attained my license as a Professional Teacher. My current employment as Project Technical Staff II of the Local Graduate Scholarships Office at the Commission on Higher Education - Regional Office VIII has helped me gain valuable technical expertise and skills, and has honed me to become an independent and dependable individual, equipped with the modern capabilities of working in the new normal.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks ensuring that I get the job done accurately and efficiently. And I believe that with my positive attitude and strong work ethic, I would be a great fit for any position.

Attached herewith is my Personal Data Sheet for your perusal. I am eager to discuss with you my skills and qualifications at your most convenient time. You can contact me at **shemercado1990@gmail.com, 0927-878-2912**.

Sincerely,


SHERYL M. MERCADO, LPT