

July 17, 2023

Ms. Honey Sofia V. Colis

OIC Director

Office of the Director for Human Resource Management
Visayas State University, Baybay, Leyte

Thru: **DILBERTO O. FERRAREN**

Vice President

Office of the Vice President for Planning, Resource Generation &
Auxiliary Services

Visayas State University

Dear Ms. Colis:

I am writing to apply for the vacant **Planning Officer III** position in VSU. I finished a graduate degree of Master of Management, Major in Business Management and Undergraduate degree in Bachelor of Science in Computer Science in Visayas State University. I am currently working as Administrative Assistant VI performing the functions of Planning Officer in the Visayas State University under the Office of the Vice President for Planning, Resource Generation and Auxiliary Services.

Please see my PDS and resume for additional information.

Sincerely,



TONI MARC DARGANTES