

APPLICATION LETTER

September 20, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay, Leyte

Dear Ma'am Colis:

Greetings.

I am sending a letter to inform you that I am interested to apply for **Administrative Officer I (Supply Officer I)** with Plantilla Item No. ADOF-57-2023.

I earned a college degree of Bachelor of Science in Information Technology at Eastern Visayas State University – Ormoc City Campus.

I am seeking the opportunity to be a part of your excellence as well as apply and implement my knowledge and skills learned to make a contribution to your organization. I had some practical experiences during my college and my work experience acquainted with a range of skills that would allow me to blend with your institution.

I appreciate your time reviewing my application letter, herewith attached my other documents and requirements for your evaluation and guidance.

Thank you very much.

Sincerely yours,


JOSEPH MARLON O. SANTIAGO
Applicant