

January 21, 2022

Honey Sofia V. Colis  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ms. Colis,

Greetings of Peace.

I am writing to apply for the Administrative Officer II Position, Plantilla Item #: ADOF2-31-2004 posted on the CSC Website.

My professional experience in handling people and performing tasks make me a highly competent candidate for the position. I am flexible, reliable, open minded and receptive to learning.

You may see my Personal Data Sheet, Transcript of Records, Certificate of Eligibility and other documents for your reference.

Should you have any questions or concerns, you may contact me at 09326375491/09970790541 or email me at [empowerejie23@gmail.com](mailto:empowerejie23@gmail.com). I am willing to come to your office for an interview.

Thank you very much. God bless us!

Respectfully yours,



REJANE A. SANCHEZ  
Applicant