

October 28, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

I am writing to address the requirement for a Performance Rating as part of my job application process. As a recent graduate actively seeking employment opportunities, I do not yet have a rating available. With this, I am humbly asking your consideration.

Being a fresh graduate, I have not yet had the opportunity to be employed in a formal capacity where such a performance review would be applicable. My current focus is on securing my first professional role where I can apply my academic knowledge, relevant experiences, and skills, and contribute effectively to a potential employer.

I am eager to start my career and am committed to demonstrating my capabilities and enthusiasm for the role of Administrative Officer II (Accounting Analyst) at Visayas State University Main Campus- Accounting Office. If there are any alternative documents or additional information that can be provided in lieu of the Performance Rating, or if you require any further details regarding my academic background and achievements, please let me know.

Thank you for considering my application. I am looking forward to the possibility of contributing to your esteemed organization and am excited about the opportunity to discuss how my background aligns with your needs.

Yours in nation-building,



JAMILL B. DUMAGUING
Applicant