

June 14, 2023

HONEY SOFIA V. COLIS

Director, ODHRM

Visca, Baybay City, Leyte

Dear Ma'am Honey Sofia,

Good Day!

I am writing this letter to your good office to express my sincere desire to apply as Job Order employee in this institution. I am REINA SILAO ARABIANA, 38 years old. Married and a mother of three children.

Being a mother and the bread winner , it is not easy for me to support my needs specially in financing our daily subsistence, which is why I need to look for a job or assistance in order for me to sustain my family and study. If I have given the position I will assure you that I will do my best to perform my duties and responsibilities as an employee.

I am very willing to come for an interview in your most convenience time.

Very truly yours,

REINA S. ARABIANA