

April 04, 2025

**MOISES NEIL V. SERIÑO**  
**Vice President for Administration and Finance**  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: MS. HONEY SOFIA V. COLIS**  
**Director**  
Human Resource Management Office

Dear **Mr. Seriño**,

This letter is to formally inform you of my application for the **ADMINISTRATIVE OFFICER II POSITION** in the Human Resource Management Office of the Visayas State University. I have been working for four (3) years as a Job Order in our City Government assigned at the Mayor's Office and have been promoted to Administrative Aide IV just last October 10, 2024. I strongly believe that I have the qualifications required for the said position.

I graduated from Visayas State University last 2020 with a degree in *Bachelor of Science in Hotel, Restaurant, and Tourism Management* and I am also a *Civil Service Exam (Professional)* passer which was taken last March 03, 2024. I can say that I have been a good employee who learned different skills to perform my job well. I also had developed professional skills and the right attitude towards my co-employees and the public which I know is necessary to become a better public servant.

I am fervently hoping and praying that you will consider my application. Rest assured that I will give my best to help my Alma Mater in delivering effective service more particularly in the continuous improvement and development of the Visayas State University.

Again, thank you very much and God bless!

Very truly yours,



**ARLENE B. ABANCO**