

March 20,2025

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

I am writing this letter to express my intention to apply as Administrative Assistant I. I graduated with a degree of Bachelor of Science in Customs Administration at the University of Cebu- Main Campus.

My current work as clerk/adDRC in the Procurement Office of Visayas State University since February 16, 2021 has given me firsthand experience. This background has given me a unique perspective that would particularly be valuable in meeting the responsibilities of this position.

Attached herewith are the pertinent documents for perusal and evaluation.

Thank you for your time and consideration.

Sincerely,


Kybee M. Cayone
Applicant