



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT  
FOR PLANNING, RESOURCE  
GENERATION AND AUXILIARY  
SERVICES**

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October 31, 2024

**Ms. Honey Sofia V. Colis**

Director, Human Resource Management Office  
Visca, Baybay City, Leyte

Thru: **Ms. Maria Roberta S. Mirafior**  
Head, Records and Archives Office  
Visca, Baybay City, Leyte

**Dear Ms. Colis:**

Working at this University for the past 33 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned before.

Armed with this lengthy experience, I was also awarded the “**Best Administrative Support Staff Award**” last August 10, 2016, during the 92<sup>nd</sup> VSU Anniversary Celebration in recognition as having an exemplary performance as an administrative support/clerk staff.

In line with this, I would like to apply for an Administrative Officer III position that recently became available in the university. I believe much that I could do a good job in an Administrative Officer position. And I can assure you that if given higher responsibility I can prove my worth to the office to which I will be assigned in the future and to the University as a whole. I hope I will be allowed to be promoted. I am confident that this promotion/increment will motivate me to contribute even more to the said office and the university as well.

Thank you so much for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Dalisay F. Andres'.

**DALISAY F. ANDRES**  
Administrative Assistant III