

APPLICATION LETTER

August 5, 2025

HONEY SOFIA V. COLIS

Director
Human Resource Management Division
Visayas State University
Baybay City, Leyte

Ma'am:

Greetings of peace and goodwill.

I am writing to formally express my intent to apply for the position of Administrative Officer V, as posted in the Civil Service Commission Portal.

I am presently serving in the government sector as an Administrative Officer I with designations as Acting Cashier, Human Resource (HR) Officer, Acting Assessor of Liquidation and Billing Unit, and Customer Service Officer at Bureau of Customs, Sub-Port of Isabel, Isabel, Leyte. With deep commitment to public service and sincere dedication to the values of excellence and integrity, I hope to contribute meaningfully to your office. It is my earnest desire to bring forth the skills and experience I have acquired over the years, and to be given the opportunity to support the campus' goals in delivering efficient and quality public service.

Thank you for considering my application.

Respectfully yours,



DARLYN C. LLANOS

Applicant
Viber/Contact No.: 09161446527