

April 11, 2023

**HONEY SOFIA V. COLIS**

Director, ODHRM

VSU, Visca, Baybay City, Leyte

Dear Ma'am Colis:

I would like to apply the position of Administrative Aide IV as a vacant position in the office of the Director for Human Resources Management (DHRM). And I recently employee at Office of the University Registrar, VSU, Visca, Baybay City, Leyte up to present.

I hope this application letter is highly appreciated.

Thank you.

Very truly yours,

**MANUEL C. BARTOLINI**

Administrative Aide III