

February 6, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Dear Ma'am,

Good day!

This is to express my strong interest to apply for the position of Administrative Officer IV (Management and Audit Analyst II) posted in your official website. I am currently working as Administrative Officer II at DepEd Baybay City Division assigned in two districts. I believe that my more than ten years of relevant experience and associated skills match the requirements of the job profile. Please see my Personal Data Sheet and other attachments for additional information for your review. I can be reached anytime in this number 09555470203.

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,



**MARIAN M. CASTRO**

Applicant

email address: [castromarian\\_gk@yahoo.com](mailto:castromarian_gk@yahoo.com)