

January 31, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am,

I am writing to signify my intent in the position as **Planning Officer III at VSU Main (Planning Office)**. With enough knowledge and experience that I have, I believe that I can be a great addition to the growing organization.

I am a Licensed Environmental Planner and had been the Planning Officer III, Regional Head, of the Public Utility Vehicle Modernization Program (PUVMP) RPMO8 of the Land Transportation Franchising and Regulatory Board (LTFRB). I have lead a tea, of fifteen (15) people in delivering, implementing and monitoring the program for the past 5 years.

I graduated Bachelor of Science in Management at the University of the Philippines Visayas Tacloban College last 2017 and am currently taking up Bachelor of Science in Real Estate Management at Saint Paul School of Professional Studies as my way of sticking into my mantra – to never stop learning and always having the growth and learning mindset.

My skills, background and experience makes me well-suited for the challenges of this role and I am so enthralled about the prospect of working with a dynamic team and contributing to the organization as a whole.

I look forward for an interview to discuss in detail how my qualifications align with the position. For clarifications about my application, you may contact me at 0927-265-2694 or at nelrialicopit@gmail.com.

Thank you for your precious time and consideration. Looking forward to hearing from you.

Sincerely,



Nel Ria G. Licopit, EnP
Applicant