

26th January 2022

HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Ma'am,

Greetings of Peace and Love.

I would like to apply for the Administrative Officer II (Plantilla Item No. ADOF2-31-2004) position that was shared by a friend in social media (facebook).

I am a licensed Agriculturist and graduated Bachelor of Science in Agribusiness at Visayas State University Visca, Baybay Leyte. I had taken my OJT at Singapore for a year and I was working for around 5 years doing office works to some private companies locally and abroad.

With my education, experiences and skills, I am ready to take the responsibilities for this post.

I hope you find my qualifications worthwhile and I look forward to speaking with you soon.

Thank you and Godspeed!

Note: Authenticated Certificate of Ratings/Licensed will be available on the second week of February 2022.

Sincerely yours,

ERICK O. CIDRO
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