

March 12, 2025

SEAN O. VILLAGONZALO

Director,
University Information and Communications Technology Services
Visayas State University
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
Director, HRMD

Ma'am:

I am writing to express my interest in the Computer Maintenance Technologist 1 position at the Visayas State University Main, as advertised on the Civil Service Job Posting.

I earned my Bachelor of Science in Information Technology with honors from Eastern Visayas State University and am an LGU scholar. I have been committed to excellence and community service throughout my academic career. My experience at City College of Ormoc has honed my skills in critical thinking, time management, and fostering a positive working environment with my colleagues.

Attached are my Personal Data Sheet and Certificates. I will be available if you need me for an interview. For additional references, do not hesitate to contact me at **0985-588-8694**.

I look forward to the opportunity. Thank you & God Bless.

Very respectfully yours,


JHON BERT M. GOTIS
Applicant