

June 25, 2021

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

Dear Ma'am:

I wrote this letter to express my willingness to apply as an Administrative Officer II. I have the initiative to apply as I have been told that you are in need of such. I believe, I have what it takes to be the one you've been looking for as I am equipped with experience since I have recently worked at Philippine Identification System under Philippine Statistics Authority as a Registration Officer II with a job description of a Supervisor.

I have undergone a 3 day training relevant to the job and I would definitely say I learned a lot during those sessions. I am even more willing to undergo more trainings to make myself even better.

I came into realization that I am indeed fit and capable to be hired.

I would welcome an interview at your earliest convenience.

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read 'DVR', with a stylized, cursive-like script.

**DECHRISTIAN V. REDRENDO**