

Lornic M. Basan
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February 17, 2022

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

Good Day, Sir!

I am interested in applying for Administrative Officer I (Supply Officer I) or any position that suits my qualification in your good office. I graduated with a degree of Bachelor of Secondary Education Major in Mathematics on June 2018 and, a board passer.

I've enclosed the documents needed such as personal data sheet, certification of passing, and transcript of records for your further reference. I am available at your convenience and hope to hear from you soon. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lornic M. Basan', with a stylized flourish at the end.

LORNIC M. BASAN