

July 28, 2025

MS. HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
Baybay City, Leyte

Madame;

I am pleased to submit my application for Administrative Officer V (Supply Officer III) with Plantilla Item No. ADOF5-12-2004 and with place of assignment in VSU Main campus.

Kindly find attached updated Personal Data Sheet and Work Experience Sheet for your ready reference and perusal. Enclosed also, is my Individual Performance Accomplishment Review (IPAR) rating for 1st semester of 2025, CSC/PRC/NAPOLCOM certificate of eligibility/rating, copy of Transcript of Records and Diploma, certificates of training attended, and certificate of employment/service record.

I wish and pray that I will be considered in your short list of applicants for an interview at your most convenient time.

I am


ERWIN V. GALZOTE
Applicant