

February 16, 2024

**TONI MARC L. DARGANTES**

Head, Planning Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir,

This letter is to express my interest to apply for the position of Planning Officer I posted in VSU website. I believe that I can handle this work because I am acquainted with administrative clerical work, has experience in documentation and filing, and a computer literate. You will find me flexible, and eager to learn whom the people that your office can serve. If accepted, I am also willing to undergo training for further improvement and acquire develop new skills.

Kindly refer to my resume for further details regarding my background.

I hope you will consider my application. I would appreciate the opportunity to discuss with you my ability and other matters in person. I would be available for interview at any time.

Thank you very much. God bless and have a good day!

Sincerely yours,

  
**ELVIE D. BALBARINO**  
Applicant