

October 19, 2020

Dr. Lourdes B. Cano

Director

Office of the Director for Human Resource Management

Visayas State University, Baybay, Leyte

Dear **Dr. Cano**:

I am writing to apply for the vacant **Administrative Officer V (Planning Officer III)** position in VSU. I finished a graduate degree in Master of Management, Major in Business Management and Undergraduate degree in Bachelor of Science in Computer Science in Visayas State University. I am currently working as Administrative Assistant VI in Visayas State University under the Office of the Vice President for Planning, Resource Generation and Auxiliary Services assigned as Assistant Planning Officer.

Please see my resume for additional information.

Sincerely,



TONI MARC DARGANTES