

Lheslyn P. Bagarinao
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August 12, 2025

HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am respectfully submitting my application for the position of Administrative Aide III (Clerk I) with Plantilla Item No. ADA3-171-2004.

I would like to kindly inform your office that I am currently in the process of applying for Honor Graduate Eligibility under Presidential Decree 907, as I graduated with Latin honors (*cum laude*) in the Bachelor of Science in Agribusiness from Visayas State University, a CHED-recognized institution.

While the application for eligibility is still being processed by the Civil Service Commission, I hope for your kind understanding and consideration of my application.

Sincerely,



LHESLYN P. BAGARINAO