

March 13, 2025

SEAN O. VILLAGONZALO

Director,

University Information and Communications Technology Services

Visayas State University

Visca, Baybay City, Leyte

Thru:

MS. HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Dear ***Mr. Villagonzalo,***

This letter is to formally inform you of my application for the **COMPUTER MAINTENANCE TECHNOLOGIST I POSITION** in the Information and Communications Technology Services Department of the Visayas State University. I have been working for four (4) years as a Job Order in our City Government and promoted to Administrative Aide IV and was assigned at the Mayor's Office and I strongly believe that I have the qualifications required for the said position.

I graduated from Visayas State University last 2020 with a degree in *Bachelor of Science in Hotel, Restaurant, and Tourism Management* and I am also a *Civil Service Exam (Professional)* passer which was taken last March 03, 2024. I can say that I have been a good employee who learned different skills to perform my job well. I also had developed professional skills and the right attitude towards my co-employees and the public which I know is necessary to become a better public servant.

I am fervently hoping and praying that you will consider my application. Rest assured that I will give my best to help my Alma Mater in delivering effective service more particularly in the continuous improvement and development of the Visayas State University.

Again, thank you very much and God bless!

Very truly yours,



ARLJUNE B. ABANCO