

10 April 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs@vsu.edu.ph

Dear **Ms. Colis:**

Greetings!

I am writing to formally express my interest in applying for the position of Administrative Aide VI (Plantilla Item No. ADA6-117-2023) with code REHUPS, under the Planning Office.

Currently, I am employed as a Job Order Clerk at the Infrastructure Project Development, which works closely with the Planning Office. In my role, I serve as the designated dDRC, ensuring the smooth and efficient flow of documents for processing. My experience and familiarity with the office's processes and workflows, combined with my strong work ethic, has allowed me to consistently carry out my responsibilities with diligence and reliability.

I hold a Bachelor of Science in Development Communication degree from Visayas State University – Main Campus, graduating Cum Laude. I am also a Career Service Professional Eligible, which further qualifies me for this position. I am eager to contribute to the office in a more permanent capacity and to grow professionally through this opportunity.

Enclosed are the necessary documents for your review. I am available for an interview at your earliest convenience and can be reached at 0970 997 6681 or via email at loreliealmacengrabino@gmail.com.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to the objectives of the office.

Sincerely,



LORELIE A. GRABINO

Applicant