

June 24, 2021

Brgy. Punta
Baybay City, Leyte

Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am Colis:

I've read an article at jobs.vsu.edu.ph hiring for One (1) Administrative Aide III Position (Casual). Ma'am I would like to apply for the said position.

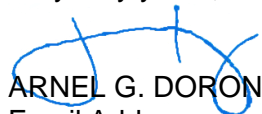
I am Arnel G. Doron 33 years old, married with three kids, a resident of Villa Soledad Brgy. Punta, Baybay City, Leyte. I am a very hardworking person and to me multi-tasking is very basic.

I was the pioneer working of VSU Computer Center dated June 16, 2009 until December 2019 and was accepted as Laboratory technician at the Department of Civil Engineering in this University last January 2020 until now.

I am also chapel president of Sr. Santo Niño Sitio Lawis, Brgy. Punta, Baybay City, Leyte since August 2018. My position as Chapel president leads me to be elected as President of Villa Soledad Home Owners Association. I am capable and willing to do my duties and responsibilities with or without any supervision if given a chance.

I am looking forward to hear from you soon and I am willing to come for an interview at your most convenient time and you may reach me at Department of Civil Engineering.

Very truly yours,



ARNEL G. DORON
Email Address: arnel.doron@vsu.edu.ph
Mobile Number: 09424628491