

GEMMIL M. MANAGBANAG
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6521
Email Address: geleejan@gmail.com
05 June 2024



HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City,
Leyte

Dear Director Colis,

I am writing to formally request your consideration for a position of Administrative Officer IV (Administrative Officer II), item number ADOF4-21-2004 within VSU Main (Physical Plant Office) (enclose herewith copy of job posted at CSC Job Portal). Having dedicated almost 9 years as Contract of Service and 7 years as permanent in DENR-CENRO Baybay and consistently demonstrated my commitment to excellence, I believe that I am well-suited for this advanced role.

During my time as Contract of Service and currently had permanent position, I have consistently strived to exceed expectations in my responsibilities and contribute to the overall success of our department. Attached herewith is my Work Experience Sheet as reference/proof of my accomplishments and contributions.

I am eager to continue my professional growth within the University and believe that taking on the role of Administrative Officer IV (Administrative Officer II) will allow me to make an even more significant impact. My dedication to the organization, strong work ethic, and passion for excellence make me a strong candidate for this promotion.

I am open to any additional responsibilities and challenges that come with the position of Administrative Officer IV (Administrative Officer II). I kindly request the opportunity to discuss this promotion/appointment further with you to outline how I plan to contribute to the success of the department in my new role.

Thank you for considering my request. I look forward to the possibility of contributing to the continued success of the organization. Please let me know a convenient time for us to meet and discuss this further.

Sincerely,


GEMMIL M. MANAGBANAG