

February 16, 2022

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Dear Maam:

I am deeply interested in applying for the position of Administrative Officer I in your esteemed university.

I am Judith C. Bañez a graduate of Bachelor of Science in Statistics from the Visayas State University, Baybay City. I have been granted a Civil Service Eligibility for passing / qualifying in the Career Service Professional Examination with a rating of 80.59 conducted by the Civil Service Commission in Maasin City, Southern Leyte on August 6, 2017.

I am presently employed as a Job Order in the City Planning and Development Office, LGU- Baybay City since July 2018. Working at CPDO has been rewarding, both professionally and personally. I believe that my acquired skills and knowledge for the last years will be helpful in the role of Administrative Assistant II.

I have attached my Personal Data Sheet for your review. Thank you so much for your attention. I am looking forward to hearing from you.

Sincerely,



JUDITH C. BAÑEZ  
Applicant