

February 05, 2023

Dr. Edgardo E. Tulin
University President
Visayas State University
Baybay City, Leyte

Thru : **Ms. HONEY SOFIA V. COLIS**
OIC-Director, ODHRM

Dear President Tulin,

I am writing this letter to apply for the position of ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MGT OFFICER I) under the Office of the Director for Human Resource Management. I had been working in the Municipality of Tabango for four (4) years.

I obtained my Bachelor's Degree in Secondary Education major in Mathematics in Eastern Visayas State University- Ormoc Campus and Juris doctor in Saint Paul School of Professional Studies in 2019. In my four years of experience in the Local Government I have experienced working in the Human Resource Management Office for 2 (two) years where I prepare appointment and other documents for newly hired employees, contracts for Jos and COS, and other HR-related routine functions. I got assigned as a team leader in the Municipal Coordinating Team, a Municipal counterpart to KALAHI-CIDDS, one of the core programs of DSWD which provides intervention on human development services, capacity building, and participation on governance. In my years of experience, I have gained knowledge and skills needed to fit for the position and have attended several relevant trainings; both technical and leadership.

I am hoping and praying that you will consider my herein application. Rest assured that I will give my best to help the University in delivering excellent personnel services and will actively perform my duties.

For additional details regarding my qualification you may contact me at 09187377075 or email me at arielmorilla@yahoo.com.

Thank you for taking time to consider this application and I look forward to hearing from you. God Bless!

Sincerely yours,

ARIEL C. MORILLA