

December 11, 2025

MOISES NEIL V. SERIÑO

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Honey Sofia V. Colis

Director
Office of the Director for Human
Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I have heard that your office recently needs an Administrative Aide III. Please consider me an applicant. I am an ASSOCIATE in COMPUTER TECHNOLOGY, and TECHNICAL EDUCATIONAL AND SKILLS DEVELOPMENT AUTHORITY (DRIVING) that can be gleaned from my employment history and other professional experiences.

My academic training and employment experiences give me confidence that I am the kind of worker your office is looking for.

Please find enclosed my resume and other pertinent papers for your perusal. Thank you very much for considering my application favorably.

Very truly yours,

JERIC N. LUMANTA