

ARNULFO M.GUARTE
STA CRUZ BAYBAY CITY LEYTE
6521

January 15, 2024

DEAR HONEY SOFIA V. COLIS
Director, HRMO
VSU, BAYBAY CITY, LEYTE

I'm writing to express my interest in the position of Administrative Officer V at Visayas State University main campus. I've read the posting for this job in the VSU HRIS. I believe my knowledge, skills, attitudes and qualifications make me an ideal fit for this job.

I am a license criminologist and a trainer TESDA/TVET SMAW NC II. I consider myself an asset to help Visayas State University implement all established standards of service delivery for customer satisfaction and maintain peace and order so that VSU will be more conducive to standard learning, research and extension program.

I've earned my bachelor's degree in Criminology at Saint Joseph College Maasin City and took the board examination on September 14, 2002 and passed with the rating of 80.5. My license as a criminologist is active at present. I have also welder eligibility for my current position as welder II regular here in VSU and a member of National TVET Trainer in Shielded Metal Arc Welding.

I'm applying for this position so that my knowledge skills and attitudes gained during my studies in college and as trainer in SMAW NC II would be in great use for the benefits of this institution and my family as well.

Sincerely,
ARNULFO M. GUARTE