

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

Dec. 20, 2024

Randy D. Baculo
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Dear Ms. Colis,

I am writing to express my strong interest in the Administrative Officer I position at VSU Baybay as advertised on your official social media page. With my background in Hospitality Industry as Front office associate and an OFW, along with my passion for public service, I am confident that my skills and experience align well with the requirements for this role.

I hold a Bachelor of Science in Hotel and Restaurant Management and Bachelor in Secondary Education major in social studies, and I have gained valuable experience in hospitality industry. In my previous position at Hotel La Rica, I was responsible for dealing with the guest and some government transactions. This role allowed me to develop my personality, which I believe will be highly beneficial in a government setting.

I am particularly drawn to this position because I am eager to contribute my skills and knowledge to further the goals of VSU.

I am excited about the opportunity to be a part of your team and would welcome the chance to discuss how my qualifications make me a strong candidate for the administrative officer I position. Please find my PDS attached for your review. I look forward to the opportunity to further discuss my application in an interview.

Thank you for considering my application. I am looking forward to the possibility of contributing to Department of Education. Please feel free to contact me at 09380071703 or randybaculo3@gmail.com at your earliest convenience.

Sincerely,

Randy Delmonte Baculo

