

July 11, 2022

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

Department of Environment and Natural Resources

MIMAROPA Region

DENR by the Bay Bldg, 1515 Roxas Blvd. Ermita, Manila

Dear Ma'am:

Christian Greetings!

This is to humbly convey my intent to apply for the vacant position of **Administrative Officer IV (HRMO II)** with Plantilla Item No. OSEC-DENRB-ADOF4-271-2004.

Throughout the years, I am blessed for the invaluable experiences which has equipped me with the necessary knowledge, skills, and values for my professional life. In doing so, this time I am determined to continue my career with DENR and to pursue a position that will enable me to partake in DENR's mandate. I believe that I am armed with the competencies for the role and I assure you that I will positively contribute to the agency.

Attached herewith are my Personal Data Sheet and relevant documents for your consideration.

Hoping and praying for your favorable response to my application. I would be willing to be interviewed as you may request. Thank you and God bless!

Respectfully yours,


CARL JOSHUA R. RIO
Applicant