**LETTER OF APPLICATION**

Date:

**THE SECRETARY**

Department of Budget and Management

Gen. Solano St., San Miguel, Manila

Thru: **THE HUMAN RESOURCE MANAGEMENT DIVISION**

Sir/Madam:

This is to respectfully express my interest for the following position/s:

|  |  |  |  |
| --- | --- | --- | --- |
|   | Position |  | DBM Unit |
| First Preference: |  |  |  |
| Second Preference: |  |  |  |

🞏 However, I am also willing to be assigned in another DBM Unit other than my preferences.

Attached for your evaluation are the following documents:

🞏 Duly accomplished Personal Data Sheet **(CSC Form 212)**;

🞏 Certificate of Eligibility or License issued by the Civil Service Commission, the Professional Regulations Commission, or the Supreme Court;

🞏 Transcript of Records;

🞏 Certificate of Trainings and Seminars attended, if any;

🞏 Performance Appraisal Report for the last two periods **(for government personnel)**

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Signature over printed name)*