[Date]

**THE CHAIRPERSON**

**PS- Personnel Selection Board**

Procurement Service, DBM

RR Road, Cristobal St.

Paco, Manila

Dear Sir/Madam:

Please consider this as my application letterto the vacant position/s currently being posted.I wish to apply to the following positions listed below:

**Position/s** **Salary Grade**  **Division/Place of Assignment**

1.

2.

3.

Please find enclosed, pertinent documents for consideration.

Thank you.

Yours sincerely,

[Signature over PrintedName]