

JESMAR T. BOQUEÑA

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TONI MARC L. DARGANTES

Head, Planning Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir**:

Greetings of peace!

I am Jesmar T. Boqueña, a graduate of Bachelor of Science in Development Communication as Magna Cum Laude held last 3rd of August 2023 at Visayas State University. With the intent of coming back to where I came from, I am writing this letter to formally express my desire to become part of the organization/office as Planning Officer II.

Previously, during my college days at the university, I used to write research papers for this is what my degree is anchored for. Alongside research skills, I was also trained to do administrative work such as crafting communication letters, minutes of meetings, after-activity reports, memos, and conference notices which are significant to the position I am applying for. Further, I even had plenty of public speaking experience and community and stakeholder engagement for these are my passions that I considered I am good at.

During my internship, I was assigned to the DYDC FM 104.7 development campus radio of VSU where I hosted several programs. I created news, articles, and even documentaries which required the ability to research. In the same manner, I was also exposed to crafting publication materials where we publicize our work including public service announcements. In that way, I was able to enhance my skills even during the surge of the pandemic.

Currently, I am employed as a Defense Research Officer I (Contract of Service) at the Marine Corps Center for Leadership and Excellence of the Philippine Marine Corps. I

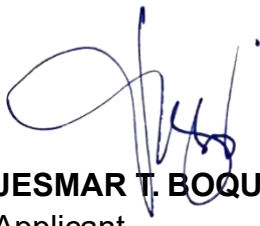
am assigned to the Scorecard Initiative and Management Branch; my primary duty is to plan, contribute, manage, and monitor the organizational development strategy of the Corps to ensure achievement and excellence from time to time. In addition, my branch also conducts lectures and cascading activities on Balanced Scorecard which translates strategies into operational objectives. Moreover, I actively collaborate with the different offices and units of the organization to make sure that everyone is on track and aligned with the Corps' Vision and Mission.

As someone who has a degree together with my work experience, I think I have the potential to get the job and become part of your office. With the skills I have, I can guarantee to perform the designated duties and responsibilities of a competent Planning Officer and I know that your reputed office will continue to develop myself professionally.

As I embark on this opportunity with a permanent status, I am willing to undergo a series of trainings, seminars, workshops, and lectures to further enhance my knowledge and perspectives. Rest assured that you can trust me on things and will never encounter a hard time dealing with me because I want to have things done effectively and efficiently. Moreover, I am also dedicated to what I do. I am a hardworking person, responsible individual, disciplined, and above all, I respect the people around me aiming for a healthy working environment.

Thank you so much for considering my application and I am hoping to hear something from you very soon. God bless us all and have a great day!

Respectfully,



JESMAR T. BOQUEÑA
Applicant