

GEMMIL M. MANAGBANAG
Barangay Gaas, Baybay City, Leyte
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Email Address : geleejan@gmail.com
22 November 2024

TONI MARC L. DARGANTES

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

Dear Ma'am/Sir,

I am writing to express my interest in the Planning Officer I position at Visayas State University. I hold a Bachelor of Science in Commerce, major in Management, and I am currently employed as Administrative Aide VI at the Department of Environment and Natural Resources – Community Environment and Natural Resources Office (DENR-CENRO) Baybay.

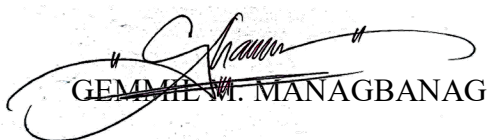
While I do not have direct experience as a planning officer, my current role has provided me with foundational skills that align with the demands of this position. My responsibilities at DENR-CENRO, such as Procurement Officer-Designate for almost 5 years, Administrative Concerns Focal Person for 1 year and Deputized Public Land Investigator for 2 years, have honed my abilities in organization, attention to detail, and collaboration—key competencies in planning and development.

I am enthusiastic about the opportunity to contribute to the strategic initiatives of Visayas State University. My educational background in management equips me with a solid understanding of organizational processes, and I am eager to further enhance my skills while delivering value to your institution.

Attached are my resume and other relevant documents for your review. I would be grateful for the chance to discuss how my qualifications and experiences align with the requirements of the position. I can be reached at 09504690263 or via email at geleejan@gmail.com at your earliest convenience.

Thank you for considering my application. I look forward to the possibility of contributing to Visayas State University's goals and vision.

Sincerely,


GEMMIL M. MANAGBANAG