

**September 2, 2025**

**MARLON M. TAMBIS**

Director  
Philippine Root Crops Research & Training Center  
Visayas State University  
Visca, Baybay City, Leyte

Noted:

**HONEY SOFIA V. COLIS**

Director, HRMD

**MOISES NEIL V. SERIÑO**

Vice President for Administration and Finance

Dear Sir,

I am respectfully applying for the position of Administrative Aide III (Utility Worker II) at the Philippine Root Crops Research and Training Center (VSU). I am enthusiastic about the opportunity to become part of your institution, known for its dedication to agricultural innovation and public service. I believe that my skills and qualifications align well with the requirements of this role. I am eager to contribute to your team and support the important work being done in agricultural research and training.

I am a graduate of Visayas State University, holding a degree in Bachelor of Secondary Education – Major in Social Studies, and I graduated Cum Laude. I am also a Licensed Professional Teacher. While my previous work experience is in a different field, it has equipped me with essential qualities such as discipline, adaptability, professionalism, and a strong work ethic—all of which I believe are transferable and valuable in this role.

I am hardworking, reliable, and a fast learner. I am also physically fit and take pride in maintaining cleanliness, orderliness, and efficiency in any work environment. I am confident that with the right mindset and training, I can contribute meaningfully to the daily operations of your center.

Attached are my Personal Data Sheet (PDS), resume, and other necessary documents for your review. I would be grateful for the opportunity to be interviewed at your most convenient time.

Thank you very much for your kind consideration.

Respectfully yours,

**GRACE R. PEÑAFIEL**

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