

September 22, 2025

MANUEL D. GACUTAN JR.

Head

Department of Animal Science

Visayas State University

Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

Director, Human Resource Management Office

Dear **Dr. Gacutan**,

I am writing to express my interest in the Farm Worker position within your esteemed office, as recently brought to my attention by a reliable source. Please accept this letter as my formal application for the role.

My name is Nicols Rey A. Puna, and I have been serving as a Security Watchman at our institution for the past three years. During this time, I have worked under the leadership of Mr. Gerald M. Rivera, Chief, Security and Safety Services, and under the direct supervision of Mr. Edilberto Mendoza. My experience has allowed me to develop a strong work ethic, attention to detail, and a positive attitude toward my responsibilities. I am confident that these qualities, along with my dedication to ensuring the safety and security of the campus, will enable me to effectively contribute to the goals of your office in this new role.

Additionally, I have completed a Training on Animal Production (Ruminants) NC II through TESDA, which has equipped me with valuable knowledge in livestock management and agricultural practices. This training has further strengthened my technical skills and understanding of scientific processes, aligning well with the responsibilities of a Science Aide.

I am highly motivated to transition into this role and am eager to bring my skills and enthusiasm to this new challenge. I am committed to upholding the standards of service and professionalism expected in this position.

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications further and am available at your convenience for an interview. I look forward to the possibility of contributing to your office. Please don't hesitate to get in touch with me if you have any queries at this number +639218321203 or by email at nicols.puna@vsu.edu.ph.

Sincerely yours,



NICOLS REY A. PUNA

Applicant